



# Good Foundations Academy

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## Extended Absence Request Form

This form is to be used for anticipated extended absences. This form is requested two weeks before any anticipated absence exceeding three days and must first be approved by the GFA Administration and then referred to the classroom teacher. Teachers will then inform the parents of required homework to complete during the absence. Please refer to the GFA attendance policy for further information regarding unexcused absences.

Today's Date \_\_\_\_\_

Student name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Student name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Student name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Best phone number to contact parent: \_\_\_\_\_

Dates Requested: \_\_\_\_\_ through \_\_\_\_\_

Reason for Extended Absence:

\_\_\_\_\_  
\_\_\_\_\_

I understand that my student will be missing valuable classroom instruction and I have agreed to have my child complete any homework given by the teacher as well as any make up time for art, P.E., music, or library time missed. I understand the homework must be completed when we return for credit as described by the attendance policy. I understand that any make up time for specials classes will need to be made up on scheduled days.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Admin use only below this line.**

Conditions in regard to missed assignments and/or assessments.

- If teacher has prior notice work will be given ahead of time (teacher discretion).
- The teacher will collect work while the student is out.
- Student has double the excused days they were gone to complete the missing work the day they return.
- The student will receive work for 100% credit.
- The student has the allotted time in the late policy to turn in their work for the amount of credit listed in the late policy. Any work after this date will be given zeros.
- Any work after the allotted days will result in a zero.

\_\_\_\_\_  
Administrative Signature

\_\_\_\_\_  
Date