



EAGLE RIDGE ACADEMY

Planned Absence Request Form

This MUST be submitted at least seven (7) days prior to departure for it to be considered an approved absence.

Student Last Name (please print) Student First Name (please print) _____
Grade

Dates child will be absent:

From _____ To _____
(month/date) (month/date)

_____ Consecutive School Days

Please note: **We are unable to approve any absence that is more than 14 consecutive school days.** The Minnesota Department of Education requires public schools to un-enroll a student who is absent from school for more than 14 consecutive days. Eagle Ridge Academy has waiting lists at many grades; the enrollment spot must be filled with the next student on the waiting list. On the 15th consecutive day of absence, the student will be unenrolled from Eagle Ridge Academy. Absences longer than 14 consecutive days will not be approved due to this reason. If a parent chooses to take their child from school for longer than 14 consecutive days, the student will no longer be enrolled at Eagle Ridge Academy upon their return.

Reason for absence:

Parent/Guardian Signature

Date Submitted

For Office Use Only:

Administrator Signature _____
Date