



NOTRE DAME ACADEMY

Educating Women to Make a Difference

Dear Parents,

Notre Dame Academy recognizes that student absences are sometimes necessary. Our attendance policy allows a student to miss 16 class periods for a full credit course and 8 class periods for a half credit course before credit is lost due to missed class time. The attendance policy is derived from NDA's mission to provide a quality education for each student. Regular class attendance will help each student benefit fully from her experience at Notre Dame Academy. If a student exceeds the allotted number of days, she will lose credit in that course.

In addition, NDA complies with Kentucky State Law 159.051 that requires public and private schools to report excessive absences. NDA files a report at the end of the semester if a student accrues more than 9 unexcused absences in one semester. The significant amount of absences could result in suspension of the student's driver's license (if applicable)..

Seniors and students taking senior level courses may qualify for exemption from their final exams. Exemption is granted to those students who maintain the required class average and who have not exceeded 5 unexcused absences in a semester.

Extenuating circumstances, such as chronic health issues or illness, mental health therapy services, planned or emergency surgery or extended recovery time may prevent a student from regularly attending class and cause her to miss more classes than the policy permits. If this is the case, an "Extended Absence Form" must be completed and returned to the school office. The form is due to the office no later than two weeks after a student's return to school after a prolonged absence.

The Attendance Policy is explained in detail in the Student/Parent Handbook. Excused absences (those not counted toward a student's total number of absences) include: 6 total college/career visits between the junior and senior year, funerals of relatives or close friends, any NDA sponsored activity in which a student will miss class time and prolonged absences due to health issues (as explained above) that are documented by a medical professional.

Sincerely,

Mrs. Lisa Timmerding
Assistant Principal



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Extended Absence Form

Notre Dame Academy recognizes that student absences are sometimes necessary. Our attendance policy allows a student to miss 16 class periods for a full credit course and 8 class periods for a half credit course before credit is lost due to missed class time. If a student exceeds the allotted number of days, she will lose credit in that course. We require completion of this form if a student misses more than the policy allows due to chronic health issues or illness, planned or emergency surgery, extended recovery time or other extenuating circumstances. Administration will determine if the absences associated to the condition described below constitute as excusable absences per the school's policy.

Student Name: _____ Grade: _____

Parent Name(s): _____

Absence Information (To be filled out by a professional providing the service)

Reason(s) student may miss school:

Frequency of absences (e.g. one or two days a month; six to eight times a school year):

*Date of absences (if known) _____

Parent Signature:

Professional's Name (please print):

Student Signature:

Professional's Signature:

Date: _____

Date: _____

**For an ongoing, chronic condition, only doctor's notes or office visit records will be necessary to excuse the absences. An updated form is due at the start of each academic year as applicable.*