

# **ACADEMY OF ARTS *at* First Jackson**

## **Teacher Absence Form**

Send in to school as soon as possible and no later than 12 hours before anticipated absence.  
Please notify all affected students via phone.

Name: \_\_\_\_\_ Instrument: \_\_\_\_\_

Date of absence: \_\_\_\_\_ Time: \_\_\_\_\_

Date of return: \_\_\_\_\_ Time: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have contacted all students who will be affected by my absence and understand that I am responsible for the rescheduling of all missed lessons according to the AAFJ policy. \_\_\_\_\_  
(initial)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Policy Reminder**

- Lessons cancelled by the teacher will be rescheduled and parents will be given the same courtesy of adequate notice.
- Teachers are responsible to reschedule lessons they cancel in a time aside from make-up week (unless student agrees otherwise).
- Lessons will not be rolled over to the next semester for student/teacher absences.