

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.