

## Reporting Excused Absences

Due to the flexible nature of the online program, student excused absences should only be reported, if the student will be absent more than 4 days. Excused absences must be submitted and approved by MOVA's administration. Absences will be reviewed based on reasonable causes, i.e., serious/prolonged illness, severe/prolonged injury, family emergency, etc. Excused absences not approved or not reported will be marked as days truant. Excessively truant students, as defined within the attendance and truancy section of this handbook will be at risk of being recommended not to continue in the MOVA program. In addition, MOVA must report students truant to the State Department of Education. Attendance at MOVA is determined by your child's completion of assignments and assessments within all of their courses, as defined by MO Rev Stat § 161.670. Thus, it is essential to have your student work on assignments and assessments, as prescribed by your student's teachers.

To submit a planned or unplanned absence as excused for administrative review, please complete the appropriate form below:

[K-5 Excused Absence Form Link](#)

[6-8 Excused Absence Form Link](#)

[9-12 Excused Absence Form Link](#)