

IMG ACADEMY ATTENDANCE POLICY

Regular program attendance is vital to success at IMG Academy. Our program includes college preparatory classes, practices, APD sessions, tutoring, advising, and evening study programs. Students are expected to attend all academic, athletic, and student life activities applicable to them unless otherwise excused. While the special nature of our Academy may result in students missing classes for tournament play or competitions, unexcused absences can have a serious effect on a student's success. As such, IMG Academy monitors attendance and may implement consequences for unexcused absences. This is done to help our students keep pace with their peers and maintain a position to be as successful as possible.

There are additional obligations for student visa holders at IMG Academy and SEVIS-approved institutions in the United States. The expectation is that the I-20 visa holder be in good academic standing at all times and make normal progress toward the completion of these studies to maintain their F-1 visa status. F-1 visa students must maintain a full course of studies, including a minimum of 4 physical (not online) classes. If absenteeism persists, the I-20 may be terminated by IMG Academy.

All attendance excuse and request processing will occur online to maintain efficiency for our families. Attendance excuses and requests will be received through the provided IMG Academy Anticipated or Unanticipated Absence Forms. Those forms are available in the Student-Athlete and Parent Handbook, under the Academics section on the [IMG Academy Boarding School Resource Page](#), and through the Attendance Tab in our Blackbaud student management platform. All other avenues of excuse/request submission will not be accepted.

- [IMG Academy Anticipated Absence Form](#):

Primarily used when parents plan or know in advance that their student-athlete will miss class or must leave early. They are responsible for submitting a request a minimum of twenty-four (24) hours before the known absence(s) with supporting documentation, such as a physician's note, legal documents, etc. The request must align with the IMG Academy Attendance Policy for any anticipated absence to be excused.

Absences immediately prior to and after school vacations that are not approved in advance are unexcused. Student absences that extend a vacation (summer, fall, winter, or spring) are not permitted and may result in a zero on all missed work.

- [IMG Academy Unanticipated Absence Form](#):

Primarily used by non-boarding families when their student-athlete is absent from class in instances such as illness, etc. and requests their absence be excused. All absences after two (2) consecutive days to be excused will require supporting documentation, such as a physician's note, etc., to be uploaded when completing the IMG Academy Unanticipated Absence Form, accounting for each day missed.

ABSENCES

An excused absence means an absence due to Academy-sponsored events (athletic competitions, field trips, etc.); or an absence necessitated by medical situations (including for illness or health-related appointments, as described below), legal responsibilities, religious observances, family emergencies, or those approved anticipated absences or extended absences as a result of an Academy-approved leave of absence (approved by The Dean's Office).

Successful submission of a request DOES NOT indicate that the request is approved. IMG Academy reserves the right to request documentation for any academic absence. All attendance requests and excuses must be submitted online through the proper links provided below. Attendance requests and excuses will not be accepted via email, phone or in person.

• **Illness:**

o *Boarding* students - must report to Health Services to be excused from a class, sport program, or other Academy commitments. Health Services will notify the Attendance Office that a student is excused. Parents/Guardians of boarding students are not permitted to excuse their children for illness. Boarding students may only be excused for illness by Health Services.

o *Non-boarding* students - may only be excused for illness if their parent/guardian submits notification to the Attendance Office through the [IMG Academy Unanticipated Absence Form](#) within twenty-four (24) hours of their return to school. Parents must submit a form each day a student is absent. All absences after two (2) consecutive days will require supporting documentation such as a physician note, etc., to be uploaded through the IMG Academy Unanticipated Absence Form accounting for each day missed.

o Please refer to the Student Health Services section of this Handbook for more information regarding student illness.

• **Health-Related Appointments:** Students from time to time may need to attend a health-related appointment during school or program hours and these absences are considered excused. For boarding students, Health Services will contact the Attendance Office if a student has a health-related appointment. Non-boarding Parents are required to submit notification to the Attendance Office 24 hours prior to any appointment through the [IMG Academy Anticipated Absence Form](#) along with supporting documentation from the healthcare provider. If such information is not provided 24 hours before the absence it may remain unexcused.

Note: Parents/Guardians are expected to schedule appointments that do not conflict with school commitments whenever possible. **All anticipated absence requests and excuses must be submitted online through link provided. Requests will not be accepted via email or phone.**

An unexcused absence is one that is not approved by the Academy, and generally refers to any absences other than those described above. Students will generally be excused for flight delays and cancellations. IMG Academy reviews unexcused absences for possible disciplinary action.

- o **Absences immediately prior to and after school vacations that are not approved in advance are unexcused. Student absences that extend a vacation (summer, fall, winter, or spring) are not permitted and may result in a zero on all missed work.**

Students who have been marked unexcused may receive an email stating they have been marked absent that day. Students may not earn credit for any work missed, or assigned, on the day of the unexcused absence, and may receive a zero for any assessments administered on that day. In addition, previously assigned work due on the day of an unexcused absence may receive a zero, even if the work is submitted prior to the start of class on the original due date. Any work completed during the class may result in a "0". Any work assigned on the day of unexcused absence may be submitted for credit on the due date.

Any unexcused absence that remains unreported beyond 24 hours will result in the student athlete being ineligible to make up any missed academic work.

The attendance record of a student receiving five (5) or more unexcused absences in any class, athletic program, or official IMG Academy activity, will generally be reviewed by the Dean's Office. A student with five (5) or more unexcused absences may be placed on probation and is at risk for a disciplinary meeting for nonattendance. Students with continued truancy may be dismissed for nonattendance.

IMG Academy makes a concerted effort to confirm the reasons for all absences. Parents/guardians will have visibility through the Academy's Blackbaud student management platform, as well as real time emails for unexcused academic absences and student attendance. Parents/guardians may also be notified when a student has accumulated five (5) or more unexcused absences in any academic class, athletic program, or student life program.

UNANTICIPATED ACADEMIC ABSENCES

Unanticipated absences from academic program must be reported to the IMG Academy Attendance Office no later than 24 hours after student athlete absent notifications are sent. Parents must submit notification to the Attendance Office through the [IMG Academy Unanticipated Absence Form](#) within 24 hours of their student-athlete's return to school. All absences after two (2) consecutive days to be excused, will require supporting documentation, such as a physician note, etc., to be uploaded when completing the IMG Academy Unanticipated Absence Form, accounting for each day missed. **All unanticipated absence excuses must be submitted online through link provided. Excuses will not be accepted via email or phone.**

ANTICIPATED CLASS ABSENCES

When Parents plan or know in advance that their student athlete will miss class or is needed to leave early, it is their responsibility to submit a request at a minimum of 24 hours before the known absence(s) through the [IMG Academy Anticipated Absence Form](#) for approval. If the request is for multiple students a request will need to be submitted for each student athlete. Failure to submit a request online may lead to the absence(s) being unexcused.

Successful submission of a request DOES NOT indicate that the request is approved. Once the request is reviewed the submitting parent will receive an emailed response. If a request is approved, the student should notify the teacher before the absence and to make mutually satisfactory arrangements for work to be completed, tests taken, or assignments submitted. Upon returning to class, students are expected to be prepared for that day's obligations, including any tests and quizzes covering previously assigned material.

- *Early Dismissal* - In the instance that an early dismissal is approved through the [IMG Academy Anticipated Absence Form](#) the student athlete must check in to the Attendance Office prior to class to receive an early dismissal pass. This Early Dismissal Pass will be given to the teacher by the student athlete for permission to depart early.