



*Toledo Islamic Academy*

**Guidelines for  
Personal Leave  
Absence (PLA)**

## **Toledo Islamic Academy Guidelines for Personal Leave Absence (PLA)**

1. The PLA will be considered **unexcused**.
2. The PLA forms must be completed and on file **before** the date(s) of the absence.
3. The PLA forms **will not be issued** for absences during district wide testing, including exams.
4. The PLA forms **will not be issued** for the first two weeks of the school year.
5. The PLA are applicable only to trips on which students accompany their parents or designated chaperones.
6. Students/parents are responsible to inform **each teacher** of the dates of the PLA.
7. Students will be permitted to make-up graded assignments, classroom tests and examinations that are recorded or calculated as part of the student's grade.
8. Students/parents are responsible to make arrangements to make-up tests **by the second day** the student returns.
9. Failure to abide by the above procedures and other administrative guidelines will result in denial of make-up privileges.
10. Toledo Islamic Academy assumes no responsibility for a drop in grades.
11. Teachers are not required to prepare assignments in advance for students who are anticipating days of absences.
12. Teachers are not required to examine or correct assignments missed during a PLA that are not recorded or calculated as part of the student's grade.
13. Teachers are not required to grade, examine, correct, or replicate any missed activity, written work, or class experience the completion of which is predicated upon a student's attendance or in-class participation (e.g. lab).

**You do not need to fill out an admit slip when you return from a PLA.**

### **Absence – Request for Assignments:**

It will be the responsibility of the student to request information and assignments missed during his/her absence.

### **Make-up Work:**

Students must make arrangements with the teacher upon his/her return for make-up tests and assignments **only for excused absences and PLA**. The student forfeits his/her rights to make-up any tests or assignments if s/he does not make arrangements with the teacher by the second day of his/her return. Reasonable help in make-up will be offered by teachers to students that are excused.