**307 RCACS Attendance Protocol**

Commencing January 1 2018, the procedure for calling in absences shall be done as follows.

* All absence requests shall be made by the cadet or Parent/Guardians only
* All excused absence requests shall follow the these
	+ Illness on the day of a cadet night/event
	+ Family emergency
	+ School assignments (tests, projects etc)
	+ All other reasons no less than 48 hours prior to a cadet night/event, see below
* Any request for absence less than 48 hours and not one of the above approved reasons will be an unexcused absence
* Events such as school sports, concerts etc. give more than 48 hours’ notice to students therefore such notice will be given to the squadron in respect to time off
	+ In respect to school sports it will be at the discretion of the CO as to how the attendance will be recorded for such instances
* Requests for an absence without a reason will automatically be unexcused no matter the time given ahead