

Porter – Gaud Upper School  Planned Absence Form

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date(s) of Absences: \_\_\_\_\_

I will be missing all classes on the stated date  I will be leaving early/coming in late at \_\_\_\_\_

Explanation of absences: \_\_\_\_\_

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Teacher's Signature:

A Block \_\_\_\_\_ B Block \_\_\_\_\_

C Block \_\_\_\_\_ D Block \_\_\_\_\_

E Block \_\_\_\_\_ F Block \_\_\_\_\_

G Block \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mr. Gilman's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Parents,*

*When family plans require a student to travel during the time that school is in session, the student must do the following:*

- A. Properly complete a Planned Absence Form, obtain teachers' signatures, and return to Upper School Head's office the day before the absence.*
- B. Finish all missed work required by the teacher within the timeframe outlined in the Upper School Student Handbook. For example, if a student misses two days, he/she has two days to complete all required homework, papers, quizzes, tests, etc. Failure to complete missed work within the allotted time may result in department late penalties or possibly an uncomplete on the graded work.*

----- Turn the above portion into the office and keep the below portion to maintain academic timeliness -----

Make up work/teacher notes:

A Block \_\_\_\_\_

B Block \_\_\_\_\_

C Block \_\_\_\_\_

D Block \_\_\_\_\_

E Block \_\_\_\_\_

F Block \_\_\_\_\_

G Block \_\_\_\_\_