



## Planned Absence Form

Dear Parent:

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 the form to the Principal's Office **at least three days 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, and 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.

Unexcused absences may result if a student does not follow this procedure. Final authorization for the absence is granted solely at the discretion of the Upper School Principal.

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

**Explanation of absences:**

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

**Teachers' signatures**

**Special Notes**

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

3:20 - 4:05 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Mr. Gilman, Upper School Principal

\_\_\_\_\_  
Date