



REQUEST FOR PRE-ARRANGED ABSENCE LOWER SCHOOL, GRADES JK-2

*Pre-Arranged Absence forms should be completed and **submitted to the office** at least **two days prior to the absence!***

Please Print:

Student Name: _____ **Today's Date:** _____

Date(s) & Times (if applicable) of Absence: _____

Reason for Absence: _____

From the Handbook:

Prearranged Absences

Parents are strongly encouraged to avoid scheduling vacations, events and appointments which cause their child to be absent. Assignments, tests, and quizzes that are missed must be made up and will not be waived.

Instructional time in the classroom cannot be made up, and as such, absences can be detrimental to the student's ability to be successful academically. It is up to the teacher's discretion whether make-up work will be made available before a planned absence or upon return.

Parents who know in advance that their child/children will miss school or class for an appointment are required to obtain from the front office a Request for Prearranged Absence form. The form should be on file at least two days in advance of the requested time off from school. The form is submitted to the Head of School for final approval.

When deemed reasonable, the Head of School will approve parent requests for absences for medical and dental appointments. In grades 5 through 12, it is the student's responsibility to make arrangements with teachers for completing and turning in any missed assignments.

Absences for Upper School students during final exams week will not be excused except in the case of illness. Students on academic probation will not receive approval for planned absences.

Please obtain signature from your child's homeroom teacher below:

Teacher's Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

ADMINISTRATIVE USE ONLY:

Updated: Updated: 03.24.2016

DATE RECEIVED: _____

RECEIVED BY (INITIALS): _____