

UPPER SCHOOL PLANNED ABSENCE REQUEST FORM

Step 1. Read the following:

Because of the advanced planning nature of this absence, if this **completed** form is turned into the US Division Director at least **four school days** in advance of the absence, the student will receive credit for missed work. However, students who do not complete the form four days prior to the absence will face the risk of work NOT receiving credit. According to the Parent/Student Handbook, planned absences are reserved for health or family emergencies, competing in high level sports competitions, college visits, legal proceedings and medical appointments that cannot be scheduled after school. All assignments should be obtained prior to the planned absence.

Step 2. Fill out this section.

Name: _____ Date(s) of absence: _____

Reason for absence: _____

Step 3. Obtain Division Director Approval and Signature.

This absence is _____ Excused _____ Unexcused

Division Director Signature

Date

Step 4. Please take this form to each teacher for his/her signature.

TEACHERS and ADVISOR: Please note the above date(s) of this planned absence and whether this absence is excused or unexcused. Please add information below to indicate you have noted the absence and have discussed with the student his/her academic obligations.

Teacher	Check Google Classroom	Class	Notes

PARENT and STUDENT SIGNATURES REQUIRED: *Please sign below acknowledging that you understand all conditions and consequences of the above listed planned absence.*

Parent's Signature: _____ **Date:** _____

Student's Signature: _____ **Date:** _____

Step 5 . FINAL STEP: Please give this form to Ms Hall.