

UPPER/MIDDLE SCHOOL PLANNED ABSENCE REQUEST FORM

STEP 1 - Read the following:

Please complete this form one week before the planned absence. That gives students time to obtain their assignments prior to the absence.

Students may not receive credit for experiential assignments that cannot be reproduced. For example, Teachers may replace experiential learning with another assignment but are not required to. It is up to individual teachers to decide this and communicate it to the student and their families.

STEP 2 - Fill out this section.

Name: _____ Date(s) of absence: _____

Reason for absence: _____

STEP 3 - Obtain Division Director's Approval and Signature.

This absence is: _____ Excused _____ Unexcused

Division Director Signature

Date

STEP 4 - Please take this form to each teacher for their signature.

TEACHERS and **ADVISOR**: Please note the above date(s) of this planned absence. Please add the information below to indicate you have noted the absence's date (s) and have discussed their academic obligations with the student.



