

For Office Use Only
Date Received: _____
Initials: _____

PREPLANNED ABSENCE FORM

Please consider the following guidelines as you make a request for your child's preplanned absence:

- Preplanned absences may be requested for family events, educational trips, DMV appointments, college visitations, graduation project, etc., at least **five days in advance**.
- Extended absences of five or more days must be limited to one occurrence per school year and must be submitted at least one month in advance.
- Requests to be excused to work a job are not honored as a general rule.
- In the event that a request is submitted less than five days prior to the absence, the penalty is the use of one unexcused absence for each day for each child involved. Three unexcused absences, without penalty, are allowed for each student each year.
- After three unexcused absences, the penalty for subsequent unexcused absences in middle school and high school is a 1% grade reduction per class for each day missed. Unexcused absences are cumulative for the year.
- Preplanned absences are strongly discouraged during the first week of school and during the week of achievement tests for 1st – 8th grades.
- No preplanned absences are excused during midyear and final exams for middle school and high school students.
- Work missed during an unexcused absence must be completed. It is the responsibility of the student and/or parent to obtain the assignments that need to be made up due to the absence.
- Initiate a personal contact with the teacher(s) after an absence to verify due dates and ensure that the expectations of the teacher(s) have been met.

Please indicate in the space provided how you think this trip or time away from school will benefit your child.

Name of Child _____ Grade _____

Date/s to be excused from school _____

Reason for absence _____

Benefits of absence _____

Parent's Signature & Email

_____ Excused

_____ Unexcused

Head of School Signature