



REQUEST FOR APPROVED PLANNED ABSENCE

Parents must request approval for a planned absence at least one week in advance. After approval from the Head of School, meet with each teacher for assignments and their signature. Turn in the completed form to the Head of School's office PRIOR to departure. The student or Parent will receive a copy of the completed form.

Please note that it is not recommended that families schedule extended vacations when classes are in session due to the disruptions entailed, the burden on the student to make up the work, and the effort required to maintain the pace of the coursework. It must be understood that the student is completely responsible for making up all missed work and graded exercises in a timely manner.

Student Name _____

Grade Level _____ Today's Date _____

Date(s) of planned absence _____

Reason for absence _____

Parent Signature _____

Head of School: Approved _____

Not Approved _____

Teacher

Notes
