



Upper School Request for Prearranged Absence

This form is for Upper School students who need to be excused from two or more school days and may need adjusted due dates for homework, other assignments, and/or tests. Absences may include family events, non-Bear Creek sporting events, or any other event that will result in an absence of two or more school days.

Students, please follow this easy process:

1. **Complete this form (both pages)** by meeting with each of your teachers at least **72** hours in advance of the planned absence to schedule when future assignments will be due.
2. **Make a copy or take a photo of your form** prior to submitting it so you can keep track of assignment due dates.
3. **Submit the form to the Upper School Division Head** with parent and student signatures at least **72** hours in advance of the first day of the planned absence.

Please note:

- All work including tests, assignments, etc., must be made up according to the timeline stated on page 2 of this form as approved by individual teachers.
- Requests for absences during the week of final exams will generally not be approved unless there are special mitigating circumstances.

Student Name _____ Grade _____

Parent/Guardian Name(s) _____

Dates of Absence _____

Reason for Absence _____

By signing this form, the student agrees to complete assignments as noted on page 2:

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Administrative Use Only

- ☐ Teacher signatures obtained at least 72 hours prior to absence
- ☐ Student submits this form to Division Head at least 72 hours prior to requested absence to determine completeness
- ☐ DH approval _____ (initials)
- ☐ Upon DH approval, the office assistant provides the attendance coordinator with dates of absence, and the division assistant files this form

Student Name _____ Dates of Absence _____

Teacher Acknowledgement of Prearranged Absence

The student must meet with each teacher *at least 72* hours in advance of a planned absence to obtain the teacher’s signature and arrange due date extensions when warranted and approved by the teacher.

Class	Assignment	Original Due Date and Extended Due Date	Faculty Signature