



Upper School Prearranged Absence and Early Dismissal Form

This form is for Upper School students who need to be excused from school for any portion of the school day and need to prearrange extended due dates for homework, assignments, and/or tests. Absences may include family events, doctor/dentist/orthodontist appointments, class field trips, school-related early dismissals (sports, arts, forensics), etc.

Please follow this easy process:

1. **Students:** Complete this form (both sides) by meeting with each of your teachers at least 48 hours in advance of the planned absence to schedule when current and future assignments will be due, including assignments that occur upon your return.
2. **Submit the form to the Upper School main office** with both parent and student signatures. The original form will be returned to you, so you know what work is due.

Please note:

- All work (including tests, assignments, etc.) must be made up according to the timeline set on this form by individual teachers.
- Requests for absences during the week of final exams will generally not be approved, unless there are special mitigating circumstances. Students may not accrue more than ten excused absence days per semester.
- This form should be used for school-related absences and any absence in which the student needs to make prior arrangements with a teacher.

Student Name _____ Grade _____

Parent/Guardian Name(s) _____

Date(s) of absence _____

Reason for absence (please include the reason non-school-related absences must be taken outside of normal school vacations/breaks): _____

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Administrative Use Only

- Form submitted to Division Head at least 48 hours prior to requested absence.
- Teachers notified at least 48 hours prior to absence, page 2 submitted to Division Head or Assistant, copied for teachers and original returned to student
- Recorded with attendance administrator.

