



## Middle School Request for Prearranged Absence

This form is for Middle School students wishing to be excused from school for at least one whole school day. Please follow this easy 2-step process:

1. **Parents: please complete page 1** of this form and submit to the MS Division Head at least one week (five school days) prior to the planned absence.
2. **Students: please complete page 2** of this form by meeting with each of your core class teachers *at least* 24 hours in advance of the planned absence to find out what work you will miss. Then submit page 2 to the MS Division Head or Division Assistant before you leave, so that it can be photocopied for the teachers. The original will be returned to you, so you know what work is due.

Please note: this form is unnecessary for brief (i.e., less than one day) medical appointments (e.g., orthodontists) or school-related events (e.g. music, sports, etc.), but students should still contact teachers at least twenty four hours prior to such absences to find out what work is due.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Date(s) of absence \_\_\_\_\_

Reason for absence (please include reason this must be taken outside of normal school vacations/breaks): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### Administrative Use Only

- Form submitted to Division Head at least 5 school days prior to requested absence.
- Teachers notified at least 24 hours prior to absence, page 2 submitted to Division Head or Assistant, copied for teachers and original returned to student
- Parents contacted and main office notified.

Division Head \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_ Date(s) of absence \_\_\_\_\_

**Teacher Acknowledgement of Prearranged Absence**

Student should meet with each core teacher *at least 24* hours in advance of a planned absence to get the teacher's signature and find out what work is due. Some assignments/tests may need to be completed *prior* to departure.

<b>English</b> – Complete the following work:	
Due:	Teacher Signature:
<b>Math</b> – Complete the following work:	
Due:	Teacher Signature:
<b>Science</b> – Complete the following work:	
Due:	Teacher Signature:
<b>History/Geography</b> – Complete the following work:	
Due:	Teacher Signature:
<b>Latin</b> – Complete the following work:	
Due:	Teacher Signature:
<b>Christian Studies</b> – Complete the following work:	
Due:	Teacher Signature:
<b>Elective Class(es) / P.E.</b> acknowledgement of impending absence –	
Teacher Signature:	Teacher Signature:

Division Head \_\_\_\_\_ Date \_\_\_\_\_