

NAME: _____ GRADE: _____

REASON FOR ABSENCE: _____



Saint Thomas' Episcopal Lower School Premeditated Absence Form

Use this form for any planned absence (one day or more), except for school sponsored trips. The absence cannot be considered excused until this form is approved by the Head of Lower School.

Please follow these steps:

1. Parents and students should fill in the information regarding the date(s) and reason for the absence.
2. Return this form to the Head of Lower School at least three days prior to the absence. You may submit it at the front office (Scotland Yard 7A), to the Head of Lower School’s office (Scotland Yard 11B), or give it to your homeroom teacher. Additionally, you are welcome to scan and email the form if you prefer.
3. Once the absence is reviewed and approved, the Head of Lower School will notify the teacher(s) and parent of the approval via email. Once approval is made, the student and teacher can coordinate make-up work.

Full day:

Day out: M T W Th F Date: _____

More than one day:

First day out: M T W Th F Date: _____

Last day out: M T W Th F Date: _____

Student’s signature: _____ Date: _____

Parent’s signature: _____ Date: _____

Approval: Granted Denied

Administrator Signature: _____ Date: _____