

# PLANNED ABSENCE FORM

Lakeside Upper School

Please **COMPLETE** & return to the **ATTENDANCE OFFICE** before the date(s) of absence.

1. Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Date(s) of Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Completed by  
US Director



This absence is approved by: \_\_\_\_\_  Absent Excused  Absent Unexcused  
US Assistant Director

*Note:* The school does not excuse students for early vacation departures, extensions of vacations, or other absences that are not a consequence of a family or medical emergency. Absences due to religious holidays, senior college visits, or other Lakeside programs will be excused. Students are held responsible for any missed coursework. Teachers are not obligated to provide accommodation, credit, or coaching for missed coursework if the absence is considered unexcused. Planned absences are reviewed on a case by case basis.

2. **Teachers:** Please indicate what the student will miss during this time as well as any concerns about the effect of missed classes on the student's overall progress. Use the reverse and/or attachments as necessary. **DO NOT SIGN UNTIL SIGNED ABOVE BY US ASSISTANT DIRECTOR.**

Period	Course	Teacher Signature	Teacher Comment
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____

3. **Parent/Guardian & Advisor (Please read):** Please sign below to indicate that you have read all the comments and are aware of the work your student will miss. Your student will be held responsible for all missed material, and in the case of an unexcused absence, teachers are under no obligation to make special accommodation for your student regarding any missed coursework. Please consider the effect of this planned absence on your student's overall progress.

Parent/Guardian Signature: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_

**RETURN TO MS. WONG IN THE STUDENT CENTER WHEN COMPLETED**