

NAME: _____ GRADE: _____

REASON FOR ABSENCE: _____



Saint Thomas' Episcopal Middle 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 Middle 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 Middle School at least **three days** prior to the absence. You may submit it at the front office (Shaw Hall), or to the Head of Middle School's office (Shaw Hall 223). Additionally, you are welcome to scan and email the form to the Head of Middle School if you prefer.
3. Once the absence is reviewed and approved, the Head of Middle 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.
4. Please note, it is the **student's responsibility** to get with all of his/her teachers to schedule alternate dates for tests and quizzes and how to make up for the missing 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: _____