

## PRE-EXCUSED ABSENCE FORM

### Lower School

Families are encouraged to plan vacations in relationship to the school calendar. Realizing that conflicts are sometimes inevitable, advance communication (1 week) is requested in order for adequate preparations between home and school for make-up assignments. Please realize absences do affect learning when students miss discussions, and classroom instruction.

Work missed during a planned absence is to be made up at the initiative of the parent. Work requested prior to an absence is due upon a student's return to school.

A student receiving missed work after returning from an absence has the same number of days to make up assignments as their days absent from class.

Each student may not be absent more than twenty days in one school year. A student who exceeds this limit may not be granted credit for that particular grade. Exceptions regarding the number of allowed absences must be approved by the Division Head.

Student name \_\_\_\_\_ Date \_\_\_\_\_

Date(s) of Absence \_\_\_\_\_

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

Parent Signature \_\_\_\_\_

Administrative Approval      Yes   No      Administrator's Signature \_\_\_\_\_

