

Anticipated Absence Form

From our Family Handbook:

PREARRANGED ABSENCE: A request for a prearranged absence should be submitted in writing to the Head of School, giving the full particulars of the absence on our "Anticipated Absence –Request for Excusal" form available on our website. Approval for such absences should be sought, where practicable, at least two (2) weeks prior to the date on which the absence is to occur. In some cases, there will be the development of a plan by student and teacher for making up the assignments to be missed. The Head of School will determine if the absence is excused. Prearranged absences will not be approved during the state assessment periods.

What pre-arranged absences will be considered excused? Educational trips that cannot be planned during a school holiday or that are necessary to be during a certain time. *We understand that some families plan vacations during the school year. FSMA does not count family vacations as excused and recommend planning vacations during set breaks throughout the year.

Student Name: _____

Teachers: _____

Date form submitted: _____

Anticipated absence date(s): _____

Requesting absence be excused? Yes _____ No _____

**Please note that anticipated absence forms should be submitted at least 2 weeks prior to the absence if requesting excusal and will not be considered if less than 1 week before the absence.*

Reason for requested absence including educational value:

For office use only:

___ *Approved*

___ *Additional information needed*

___ *Not approved*