

## Anticipated Absence Form

*From our Family Handbook:*

**PREARRANGED ABSENCE:** A request for a prearranged absence should be submitted in writing to the he Head of School, giving the full particulars of the absence on our “Anticipated Absence –Request for Excusal Form (available from our main office). 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 as excused. Prearranged absences will not be approved during the state assessment periods.

Student Name: \_\_\_\_\_

Teachers: \_\_\_\_\_

Date form submitted: \_\_\_\_\_

Anticipated absence dates: \_\_\_\_\_

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

- I am requesting this absence be reviewed to be considered excused.*
- This form is just to notify the school/teachers and I understand it is not an excused absence.*

Reason for requested absence including educational value:

For office use only:

\_\_\_ Approved

\_\_\_ More information needed

\_\_\_ Not approved