

CSS UPPER SCHOOL - PLANNED ABSENCE REQUEST FORM

Step 1. Read the following:

This completed form must be turned into the Registrar five school days in advance of the absence. Generally, excused absences are reserved for college visits, special family events, and medical appointments that cannot be scheduled after school. The Head of Upper School decides on a case by case basis whether or not the absence is excused or unexcused. All assignments should be obtained before the absence if the absence is excused. Academic work does not receive credit if the absence is unexcused.

Step 2. Fill out this section.

Name: _____ Date(s) of absence: _____

Reason for absence: _____

Step 3. Obtain Administrative Approval and Signature.

This absence is _____ Excused _____ Unexcused

Administrative Signature

Date

Step 4. Please take this form to each teacher for his/her signature.

TEACHERS: *Please note the dates this student will be absent and whether this absence is excused or unexcused. Academic work does not receive credit if the absence is unexcused. Please initial to indicate you have noted the absence.*

_____ A _____ E

_____ B _____ F

_____ C (*Choir or Band*) _____ G

_____ D _____ H

Step 5. FINAL STEP: Please give this form to Ms. Goldenbough.

PARENT and STUDENT SIGNATURES REQUIRED: *Please sign below acknowledging that you understand all conditions and consequences of your absence.*

Parent's Signature: _____ Date: _____

Student's Signature: _____ Date: _____