

## Planned Absence Request Form

### Step 1. Read the following:

This completed form must be turned into the Middle School Office five school days in advance of the absence. Excused absences are reserved for special family events and medical appointments that cannot be scheduled after school. The Head of Middle 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:

\_\_\_\_\_

\_\_\_\_\_  
Parents' Signature(s)

### Step 3. Take this form to Mrs. Brown.

This absence is \_\_\_\_\_ Excused \_\_\_\_\_ Unexcused

\_\_\_\_\_  
Head of Middle School's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

### Step 4. Take this form to each teacher.

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.

\_\_\_\_\_ Math \_\_\_\_\_ Foreign Language

\_\_\_\_\_ English

\_\_\_\_\_ History

\_\_\_\_\_ Science

\_\_\_\_\_ Arts

**Return this form to the Middle School Office**