

PRE-ARRANGED ABSENCE FORM

Student _____ **Grade** _____ **Date Of Absence** _____

Advisor _____ **Reason For Absence** _____

Handed To Student: Date _____ **Time** _____ **By** _____

*It is the responsibility of you, the student, to take this form around to all your teachers and ask them if it is advisable to take time off for any special trip or circumstance with your family. This form is also for the purpose of communication between teachers and parents so that everyone is aware of the absence and can plan accordingly. Please be aware of scheduled tests and quizzes and any projects that will be due. It is advisable to complete work ahead of time or take such quizzes and tests early rather than miss them. Teachers should write comments below and explain any work that will be missed or any work that can be completed during the absence. **Return this completed form to the head of Upper School upon your return.***

SUBJECT OR ACTIVITY

English

Mathematics

Foreign Language

Science

History

Fine Arts (Music/Art)

Athletics

Homeroom Teacher/Advisor Comment

I have looked at the above comments and agree to complete the work necessary as suggested by the teachers.

Student Signature

Date

Parent Signature

Date

Head of Upper School

Date