

Anticipated Absence Form Attendance Policy:

Whenever the family knows of an absence in advance, the family must complete an anticipated absence form and submit for approval to the Head of School. These absences are pre-approved at the discretion of the Head of School who will deem it excused or unexcused. Parent's may petition the Head of School or seek clarification if the anticipated absence is denied.

In the event that a family takes a trip, or the student is absent for an extended amount of time without prior approval, the absence will be deemed unexcused. 10-15 absences in a school year put a student at risk of earning no credit for the work missed and/or not promoting to the next grade level at the end of the year.

The following guidelines must be followed:

1) The Family completes the Anticipated Absence and submits it to the front office. 2) This form must be completed and on file at least **5 days** to anticipated absence. If no form is filed, the student forfeits the opportunity to receive or submit make-up work. 3) Written work missed due during the time of the student's absence may be submitted for full credit only if the absence is pre-approved by the Head of School and prior arrangements have been made with the student's teacher(s).

Date: _____

Student(s) Name(s) _____ Grade(s): _____

Homeroom Teacher: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date(s) of absence: _____

Reason for the Absence:

***** Office use only *****

Date received: _____

Approved: _____ Not Approved: _____ Head of School

Signature _____