



LOWER SCHOOL
PRE-APPROVED ABSENCE FORM

Approval for a pre-approved absence will be granted for special family travel or other pertinent need if your child’s academic performance is satisfactory. This will be determined by consulting with each classroom teacher.

If the absence is approved, it is the responsibility of the student to meet with each teacher regarding assignments and due dates for missed work. If approval for the absence is denied, the absence will be considered unexcused. For older students, an unexcused absence may have a potential impact on grading. Please refer to the Student/Parent handbook.

Please complete this form and return it to the Director of the Lower School. After a decision has been made, the form will be returned to you. Then, well in advance of the absence, make arrangements/notification with teachers for assignments. Extended absences of **more than three days** must be approved by your child’s teacher and the Lower School Director.

Student’s Name: _____ Grade: _____

Dates of Absence (School Days Only): _____

Reason for Absence: _____

Parent’s Signature: _____ Date: _____

Student’s Teachers:

_____	_____
_____	_____
_____	_____

Director’s Signature: _____ Date: _____