

St. Luke's School
Upper School Planned Absence Form

Name of Student:

Grade:

Request Date:

Date (s) of Absence:

This absence is either excused or unexcused, depending upon the circumstances. In the case of an unexcused absence, students are allowed to make up missing work, but it must be done immediately upon return (or before leaving) and may receive a lowered grade. Teachers are not expected to re-teach material for unexcused absences. Please note that any planned absence (vacation) that requires notice at least one week in advance; otherwise it will be marked automatically as unexcused.

Teachers should discuss with the student their expectations for work before, during and after that time. After collecting all of the signatures, the student should return this form to the Assistant Head of Upper School.

Signature of Assistant Head of Upper School

Advisor's Signature

College Counselor's Signature (if approved college visit)

THIS ABSENCE IS:

EXCUSED

UNEXCUSED

Teachers: please sign below and note any expectations about work that will be missed during that time (i.e.: keep up with assignments on the website, take test or hand in paper before or after absence, etc.)
