



## Student Absence Request

(to be completed for any absence that is anticipated in advance )

Eastside Prep schedules regular and generous vacations to give families time to spend together. It's a serious problem, though, when students are absent (**for reasons other than illness and funerals**) for discretionary purposes.

Extending a school vacation is a disservice to students and faculty. For example, faculty are prohibited from extending vacations precisely because we expect students to be in classes – fully engaged – right up to the last class period of the last day before a break. We also do not ask faculty to prepare lesson plans in advance to accommodate discretionary absences. The student is asked to take responsibility for making up missed work upon return.

If an unavoidable absence is anticipated please complete and submit this form at your earliest convenience.

### SECTION A: To be completed by the Parent.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Advisor: \_\_\_\_\_

Requested date(s) of absence:

\_\_\_\_\_

Reason for Absence:

\_\_\_\_\_

*I understand that teachers should have **3 days' notice prior** to the requested absence to successfully circulate and complete this form. I also understand that missing 10 or more class meetings in a trimester may jeopardize the credit my child will earn for that class.*

\_\_\_\_\_  
Parent's Name & Signature

\_\_\_\_\_  
Date

### SECTION B: To be completed by the Division Administrative Assistant.

# of student absences prior to the requested date(s): \_\_\_\_\_

# of student tardies prior to the requested date(s): \_\_\_\_\_

**SECTION C: Student needs to ask each of his/her subject teacher to fill in the table below. Students may need to check Canvas (EPS learning management system) for homework details.**

Subject	# of lessons to be missed	# of tests/projects to be missed	Teacher's Name	Teacher's Signature

**SECTION D: To be completed by the Student.**

*I understand that it is my responsibility to follow up with my teacher/s to make up for any tests/projects or other assignments I missed. I also realize that it is not the responsibility of my teachers to provide additional "catch up sessions" due to my absence.*

\_\_\_\_\_ Student Signature

\_\_\_\_\_ Date

**SECTION E: To be completed by Student's Advisor.**

\_\_\_\_\_ Advisor Signature

Date \_\_\_\_\_

**SECTION F: To be completed by the Division Head.**

**Division Head**       approves       disapproves      **this request for absence.**

*When disapproving a request, the division head will contact the parent/s and student to discuss the situation.*

\_\_\_\_\_ Division Head's Signature

\_\_\_\_\_ Date