

## Planned Absence Request Form

Students are asked to respect the school program's integrity and faculty efforts by arriving on time, being prepared, and using class time productively. If an unavoidable absence is anticipated, please complete the form below and submit it to the MS or US Division Office at least two school days before the planned absence. Additional information can be found in the [EPS Family Handbook](#).

*If a request is not approved, families will be contacted by the Division head to discuss the situation.*

Student Name: \_\_\_\_\_ Student Grade: \_\_\_\_\_

Requested Date(s) of Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Students, please work with your teachers to fill out the coursework make up plan below.

Block	Class	Coursework Make Up Plan	Teacher	Teacher Acknowledged
0				
A				
B				
C				
D				
Seminar				
E				
F				
G				
H				

It is the student's responsibility to follow up with teachers to make up for any missed content, assignments, projects, or tests. It is not the responsibility of the teacher to provide additional "catch up sessions" due to this absence.

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

\_\_\_\_\_  
Parent Signature

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

**Submit completed form to  
the Division Office.**

Date Submitted to Division Office: \_\_\_\_\_