

# PLANNED ABSENCE FORM

STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

DATES OF ABSENCES (LEAVING) \_\_\_\_\_ (RETURNING) \_\_\_\_\_  
(First day absent) (Day back in school)

IF ABSENCE IS A PARTIAL DAY: TIME OUT \_\_\_\_\_ TIME BACK \_\_\_\_\_

- The challenging and demanding nature of the program at Long Trail School makes attendance essential. Learning from and with each other heightens the Long Trail School experience. This philosophy drives our attendance and absence policies. We expect and appreciate parents' cooperation in these policies. **Please note that routine medical and dental appointments should be made after school, during vacations, or on weekends.**
- **Notification** – The school must be alerted, in advance, if a student plans to miss a class, athletic commitment or special program. Planned absences are considered as reported absences for which the student and parent have made arrangements with the School prior to missing a scheduled obligation. A **Planned Absence Form** must be completed by the **end of the academic day two days prior to a planned absence**. This form includes the signatures (in order) of parents, teachers, Dean of Academics, Director of Student Life, and Registrar. Failure to complete this form in a timely manner will result in absences being considered as unreported/unexcused. **Once completed, please return form to the Registrar.**
- **Make-Up Work** – Students must coordinate the submission of all homework assignments, including long-term papers and projects before departure. Missed in-class exercises must be made up the day the student returns unless prior arrangements have been made. The student receives a 24-hour reprieve if the absence occurs the day before a test and the student misses new material.
- **Extended Absences** – In the event that a student is absent for three (3) or more consecutive classes in a particular course, or three (3) or more consecutive school days, s/he must submit all homework, papers, projects, or other out-of-class assignments before departure unless prior arrangements have been made. In addition, any missed in class exercises must be completed on the day of the student's return, unless other arrangements have been made with the teacher.
- **Consequence** – Students must serve an afterschool detention for unexcused absences. An afterschool detention will take priority over extracurricular obligations.

REASON FOR ABSENCE: \_\_\_\_\_

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PLEASE OBTAIN REQUIRED SIGNATURES ON BACK OF FORM



**Approved by:**

Parent \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Dean of Academics \_\_\_\_\_ Date \_\_\_\_\_

Director of Student Life \_\_\_\_\_ Date \_\_\_\_\_

Registrar \_\_\_\_\_ Date \_\_\_\_\_

\* All signatures are required on this form in the order listed.

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Registrar Office Use Only:

Processed Date \_\_\_\_\_