

# Request for Absence from School For Non-Illness or Early Dismissals

*Return form to Head of School*

Request for absence from school for non-illness or early dismissals must be submitted no later than 48 hours prior to date of requested absence.

The school expects students to be in school when school is in session. However, there are times when parents request absences for trips and special occasions, as well as early dismissals (including Friday afternoons). The school asks these requests to be kept to a minimum because of the negative implication of such requests. ***School work will not be provided in advance for non-illness absences.***

## **Non-illness Absence:**

Please dismiss \_\_\_\_\_, my child/children, for the  
*Name of student/students*  
following days from school. (I understand the school's make-up policy regarding  
tests and homework.)

Dates \_\_\_\_\_

Teacher/Teachers \_\_\_\_\_

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

## **Early Dismissal:**

Please dismiss \_\_\_\_\_, my child/children, for  
*Name of student/students*  
early dismissal on \_\_\_\_\_ at \_\_\_\_\_. My child will be  
signed out by \_\_\_\_\_.

Teacher/Teachers \_\_\_\_\_

*I understand that my child's teacher is under no obligation to provide make-up work or tests for early dismissal. The decision to do so is entirely up to the individual teacher.*

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