

PLANNED ABSENCE REQUEST

Student _____ is requesting permission to be absent from school on: _____

starting at: _____ on _____ due to:
Time Date

- Medical Reasons
 - Special Trips
 - Early Departure
 - Late Returns
 - College Visit: _____
 - Parent has sent an email to Teverhart@darlingtonschool.org (check if completed)**
- Absence will NOT be excused if this form is not accompanied by a parent email. Thanks**

1st Dean of Student Life _____

2nd Head of House (**Resident Students Only**) _____

3rd Advisor _____

4th Teachers :

English-

Mathematics-

Science-

History-

World Language-

Fine Arts -

Other (I.E P.E.)-

5th Director of Upper School _____

The form must be returned to the Student Life office prior to the student's absence.

FOR COLLEGE LEAVE ONLY:

Honor Statement

I pledge that I am eligible to take a college leave and have met the conditions that I have checked below:

- I have made an appointment with the college admissions office.
- I have not failed grades currently or for the last 4-week grading period.
- I have no disciplinary penalties to serve during the period.

Student Signature: _____

College Guidance Signature: _____

Mrs. Brewer/ Mrs.Crawford