

Absence	Excused (Up to 8 Days Per Semester)	Un- excused	Approved	Written proof	Anticipated absence form, 2 weeks*	Notes
Student Illness	X			Doctor's excuse		
Death in Family	X			Note from family		
Medical Appointments	X			Note from doctor		
Accident/Emergency	X			Note from family		
Religious Observation and Instructions	X			Note from family	X	
School Activities (field trips, etc.)	X			Note from teacher; Permission forms		
Court Appointment	X			Note or copy of appointment letter	X	
Family Trips/Visits			X	Note from family	X	Must be accompanied by one parent. With Anticipated Absence Form student may make up work.
Weather Related	X			Note from family		
College Visit	X			Note from family and Anticipated Absence Form	X	First three days are excused. With Anticipated Absence Form student may make up work. Only Seniors.
Extended College Visit of 4 or more days			X	Note of explanation or petition	X	Approved by the Curriculum Committee. With Anticipated Absence Form student may make up work. Only Seniors.
Sabbatical/Extended Absence	X No Subfreshmen					See Assistant Director

If a student's absences (excused and unexcused; excluding the list in the handbook) exceed 8 per semester in any one course, an academic hearing may be held to determine whether the student is able to earn credit for the course.

*Without the advanced absence form and two weeks notice unless approved by the Assistant Director, the absence will be considered unexcused and the student will not be allowed to make up the work or tests. If 2 weeks are not possible, please contact the Assistant Director for exceptions and possible approval.