



Porter-Gaud Upper School Planned Absence Form

Student Name: _____ Grade: _____ Date(s) of Absence(s): _____

I will be missing all classes. I will be leaving early/coming in late at _____.

Explanation of absence: _____

Teacher's Signature:

A Block _____ B Block _____

C Block _____ D Block _____

E Block _____ F Block _____

G Block _____

Parent Signature: _____ Date: _____

Mr. Hilpert's Signature: _____ Date: _____

Parents,

When family plans require a student to travel during the time school is in session, the student must do the following:

- A. Properly complete a Planned Absence Form, obtain teachers' signatures, and return to Upper School Head's office no later than the day before the absence.
- B. Finish all missed work required by the teacher within the timeframe outlined in the Upper School Student Handbook. For example, if a student misses two days, he/she has two days to complete all required homework, papers, quizzes, tests, etc. Failure to complete missed work within the allotted time may result in department late penalties or possibly an incomplete on the graded work.

Turn the above portion into the office and keep the below portion to maintain academic timeliness

Make up work/teacher notes:

A Block _____

B Block _____

C Block _____

D Block _____

E Block _____

F Block _____

G Block _____