Absence Request Form 2007-2008 Cary Academy Upper School

Approved or not, this form must be turned into the Upper School office **at least TWO (2) academic days** prior to the day(s) of the absence or the absence may be noted as Unexcused and result in detentions.

_____ _____ _____ _____

[Student's Name] [Grade] [Date] [Date(s) to be absent]

- **Planned Excused Absences (Please see the Student Handbook for more information) -** Excused absences will ONLY be granted for medical appointments, family emergencies, a milestone family event, honor study days, illness, religious observances, college visits, or official school activities. Please do not request an Excused Absence unless it meets on of these criteria.
- **Honor Days (No student may use more than two in one year) -** Grade 10-12 students whose names appear on the Honor Roll are eligible for Honor Days – which is time to pursue educational activities off or on campus – during the subsequent trimester.
  - Grade 10-12 students who achieve both Headmaster's Honor Roll and Effort Honor Roll status are eligible for two (2) Honor Days in the subsequent trimester **(No student may use more than two in one year)**.
  - Grade 10-12 students who achieve either Scholar's Honor Roll or Effort Honor Roll are eligible for one (1) Honor Day in the subsequent trimester **(No student may use more than two in one year)**.
- **College Visits -** Seniors may have a total of two (2) excused College Visit Days during the first two trimesters. One (1) additional excused college visit may be taken during Trimester 3.

Reason for Absence: **[please circle one]** Honor Study Day College Visit - list school(s) Other (explain):

_____

_____ _____ _____

[Student Signature] [Parent Signature] [Advisor Signature]

_____ _____ Excused ☐ Unexcused ☐

College Counselor **(Only for College Visits)** **Head or Assistant Head of Upper School**

Reason Denied: _____

*****Teachers: Do Not sign below unless this form has been signed by US Admin. *****

Period	Course	Missed major assignments and planned make-up date	Date/Teacher Initials
A			
B			
C			
D			
E			
F			
G			

BEFORE the planned absence, the student is responsible for returning this completed form to the US office. *Not doing so will result in two (2) detentions.* **Turning in this form indicates this student agrees to complete all missed work by the dates indicated above.**