FWCDS Anticipated Absence Contract

Procedure:
1. The students will fill in the top portion of this form as well as the class and teacher columns.
2. Each teacher will then fill in assignments, due dates, and initials.
3. Once completed and signed the contract must be returned to the Upper School Office before the anticipated absence. The contract will be copied, the original kept in the office, and the copy given to the student.

Student’s Name: _______________________________________
Date(s) of Absence: _______________________________________
Reason for Absence: _______________________________________

<table>
<thead>
<tr>
<th>Class</th>
<th>Teacher</th>
<th>Assignment</th>
<th>Due date</th>
<th>Initials</th>
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Col. Counseling
Advisor
Athletic Coach*

*Required only if currently participating in a sport

Non-Health Related: Non-Health related includes all parent/guardian initiated absences. Examples would include, but are not limited to, college visits and family trips. It is important to note that in most cases, non-health related absences can be anticipated.

The student’s responsibility for a Non-Health Related absence: The students must notify the school AS SOON AS POSSIBLE about this absence. This timely notification enables the student to take an Anticipated Absence Form to all his/her teachers. This form is used to develop plans for making up missed work. The student’s signature on this form indicates that he/she understands his/her responsibility to complete all work as outlined by the teachers. Failure to complete assignments outlined in the Anticipated Absence Form will result in the loss of the right to make up missed work. Failure to complete missed assignments on a schedule established by the teacher will result in the loss of the right to make up missed work. It is the discretion of the teacher whether or not to provide guidance in reviewing missed assignments.

Non-Health Related absences, during semester exams, are STRONGLY discouraged and must receive the Division Head’s approval. Any semester exam that is missed must be made up at a time chosen by the administration.
(Excerpt from the 2016-2017 Student - Parent Handbook- pg. 33)

I have completed and read the above information.

Student Signature: ___________________________ Date: ____________
Parent Signature: ___________________________ Date: ____________

For Office Use Only: Explanatory note from parent attached: YES NO
Call from parent to office: Date & Initial ________ YES NO