

**THE BRANSON SCHOOL  
NOTICE OF ABSENCE**

1<sup>st</sup> Step

**Name:** \_\_\_\_\_

will be absent from \_\_\_\_\_ to \_\_\_\_\_.

Please describe the nature of your absence and the reason that you must miss school during this time. Please be aware of the school absence policy and that, if you miss more than the days allotted, the Academic Review Committee will review your request. **The completed form must be returned to your dean a full week before your absence.**

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\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

2<sup>nd</sup> Step

**TEACHERS:** Please comment on the affect of this absence on the student's academic work and please make a note of assignments that must be completed.

| Block | Comments: | Teacher's Signature: |
|-------|-----------|----------------------|
| A     |           |                      |
| B     |           |                      |
| C     |           |                      |
| D     |           |                      |
| E     |           |                      |
| F     |           |                      |
| G     |           |                      |

3<sup>rd</sup> Step

\_\_\_\_\_  
Dean's signature

\_\_\_\_\_  
Date

.....  
Number of days missed prior to this request \_\_\_\_\_