

GREENWICH ACADEMY

Request for Special Absence and Assignments

Our success in the Lower School depends on a partnership of family and school. Together we join in conveying to our children the importance of their schoolwork and our expectation that, except in cases of illness, they always attend school and do all their work. We count on parents to adhere to the school calendar when planning vacations and holidays.

In rare cases when a planned absence is unavoidable, parents make a request to the Head of Lower School at least **one week in advance**, and complete a form requesting assignments. We ask that during the absence, all assignments be completed and returned to the classroom teacher on the first day back. Please assist your child as necessary.

Child's name _____ Teacher _____

Dates of planned absence _____

Reason for absence _____

Okayed by Division Head _____

ASSIGNMENTS:
