



REPEATED PLANNED ABSENCES

(such as weekly therapy appointments or athletic training schedules, this is not necessary for one-time appointments)

As explained in *The Riverside School Family Handbook*:

If your student is to be absent for a regular appointment such as tutoring or sports training, you must give notification to the Director of Operations as soon as the schedule is confirmed. The parent must complete the appropriate paperwork provided with this Handbook and return it to the Director of Operations. After notification, the Director of Operations will alert your student's teacher(s) so as to give teachers time to arrange school assignments as necessary. It is expected that both the student and the parent(s) understand that missed school work must be completed. If your student has difficulty balancing class work and commitments outside the school, the Head of School, the teacher, and the parent(s) will engage in a conversation that supports the student's efforts as well as his/her academic needs.

When your student leaves campus for such appointments, the parent is expected to sign the student out with the Director of Operations each and every time.

Student Name: _____

Reason for Repeated Absences:

Days and Departure Times of Repeated Absences: _____

☐ The Riverside School can expect that _____ will return to school at approximately _____.

☐ Our student will not be returning to school on the days of the planned, repeated absence.

Parent/Guardian Signature _____ Date: _____