



# STUART HALL SCHOOL

## Notification of School Absence

*This notification form must be signed by the Director of the Staunton Campus, all affected faculty members, the student's advisor, and the Residence Life Coordinator (if applicable) at least 24 hours before the absence.*

*Please return to the Director of the Staunton Campus when all signatures have been obtained.*

**Student's Name:** \_\_\_\_\_

**Date Form Submitted to Director of the Staunton Campus:** \_\_\_\_\_

**Date/time of Departure:** \_\_\_\_\_

**Date/time of Return:** \_\_\_\_\_

**Destination:** \_\_\_\_\_

**Reason:** \_\_\_\_\_

**Method of Transportation:** \_\_\_\_\_

**Responsible Adult's Name & Contact Number:** \_\_\_\_\_

### RESIDENCE LIFE COORDINATOR APPROVAL

*Required for boarding students*

\_\_\_\_\_  
**Signature**

### DIRECTOR OF COMMUNITY LIFE APPROVAL

\_\_\_\_\_  
**Parent or Guardian Approval Acquired**

\_\_\_\_\_  
**Signature**

- EXCUSED**  
 **UNEXCUSED**

### FACULTY INITIALS

*Only those affected acknowledge absence*

**A** \_\_\_\_\_ **E** \_\_\_\_\_

**B** \_\_\_\_\_ **F** \_\_\_\_\_

**C** \_\_\_\_\_ **G** \_\_\_\_\_

**D** \_\_\_\_\_ **H** \_\_\_\_\_

**Advisor/Other** \_\_\_\_\_

*On my Honor, all of the above information is correct.*

\_\_\_\_\_  
*(Student Signature)*