

REQUEST FOR ABSENCE

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|---------------------|-------|
| LCA Office use only | |
| Date received | _____ |
| Date approved | _____ |

Student's Name _____ Grade _____

Will be absent from LCA on: _____
(Day of week and date)

Returning to LCA on: _____
(Day of week and date)

“Pre-arranged absences for family vacation trips are excusable provided they are known and approved by the principal at least one week prior to the planned absence. ... Pre-arranged absences count against the total number of absences for the year.” (Handbook, page 7)

NOTE: This is a request for an absence and should be turned in to the Front Office completed, one week before the absence. A copy of this form will be returned to the student upon approval.
All assignments should be collected from the teacher(s) before leaving.
If absent for 1 day only, assignments/tests are due the day the student returns.
If absent more than 1 day, the student will have the same number of days to make-up the work as he/she has missed.

Reason for absence:

Parent's Signature: _____ Date: _____

Approved by: _____ Title: _____