

**REQUEST FOR ABSENCE**

LCA Office use only		
Date received	_____	
Date approved	_____	
Teacher(s)	Parents	Attendance
____	____	____

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 19)

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: \_\_\_\_\_