

**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 20)

NOTE: This is a request for an absence and should be turned in to the Front Office completed, one week before the absence. An email confirmation will be sent upon approval.  
In an effort for students to stay up to date on lessons/classwork, all assignments should be collected from the teacher(s) at least 48 hours prior to leaving.

If only absent for 1 day, 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.

Requests within the first four weeks and the last two weeks of school will require approval from the Principal and Head of School.

Reason for absence:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_