

LAKE STATION COMMUNITY SCHOOLS

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SUPERINTENDENT

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Pre-Arranged Absence Form

Instructions: Section A must be completed by the parent so that the principal may make a decision on the request.

If section B is signed the student will take this form to their teacher(s) to get assignments.

Section A: We, the parents of _____ request that he/she be excused from school on the

Following dates: _____. The student will travel to _____

Accompanied by _____ for the purpose of _____

Check the following points which apply:

- ☐ 1. The vacation involved travel which is a new experience for the student.
- ☐ 2. The experience will be of at least equal value to that which would be obtained from school attendance.
- ☐ 3. The work missed will be made up by the student.

Parent's signature

Section B: The conditions under which such excuse will be granted are as follows:

1. That the student will make up all work in class missed.
2. Absences excused under special circumstances along with unexcused absences will not exceed an aggregate total of ten (10) days during the course of a given school year for student's k-6.
3. For both excused and unexcused absences the student has the responsibility to contact the teacher to receive make-up assignments.
4. That the time away from the school be not harmful, to the intentions of the student and include not more than ten (10) school days.
THESE DAYS WILL BE ACCOUNTABLE.

Teachers: Please give _____ assignments for the above stated periods.

Principal's signature

Date

Section C: If _____ has completed or can be expected to complete the work for the time stated above, please sign below:

1. _____
2. _____
3. _____
4. _____

All work must be made up and this form returned to the main office before the absence will be excused.

Date turned in: _____

BOARD OF SCHOOL TRUSTEES
Larry Biggs, Karen Curtis, Greg Tenorio, John Bastin, Gregory Keehn
LAKE STATION COMMUNITY SCHOOLS