



LAKE CITY ACADEMY PREARRANGED ABSENCE FORM

Instructions: Section A must be completed by the parent/student and teacher(s) no less than three days before absence so that the School Board Executive Committee may make a decision on the request. Take this form to each of the student's teachers and have them complete their portion of the form. After section A is complete, bring the form to the office. If the absence is approved, the student will use this form to get missing assignments or equivalent make-up work from their teacher(s).

Section A

Student Name: _____ Date: _____

Date(s) of Requested Absence: _____

Reason for Absence: _____

Check the following points which apply:

- ☐ The absence involves an opportunity that will be a new experience for the student
- ☐ The experience will be of at least equal value to that which would be obtained from school attendance
- ☐ The work missed will be made up by the student

Additional Comments:

Parent/Guardian Signature

Date

Teacher Signature(s)

Current Letter Grade(s)

Teacher Comments

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Section B

The conditions under which this request will be granted are as follows:

1. The student will make up all work for missed classes or be given an equivalent homework assignment that is specific to the student's absence
2. It is the responsibility of the student to request make-up assignments from their teacher(s).
3. Administration has established the due date of _____ for all makeup work missed due to this prearranged absence.

Principal Signature

Date

For Office Use Only

Date form turned in: _____

Number of absences to date: _____

Status of Request: ☐ Accepted ☐ Declined