LCS-9460-1257 Rev. 8/2010



## **Pre-Arranged Absence Form**

(Due at least one week before the absence is to occur)

TO:	Attendance Administrator, So	chool
FROM:	Parent/Guardian	
RE:	Request to have absence(s) ex	ccused
Please excu	use my son/daughter	Grade
On the follo	lowing date(s):	
Reason for	r absence(s); attach documentation	as appropriate):
Educationa	al benefit of absence(s):	
for 180 da 135 hours performand 10 or mor	ays to be eligible to receive cred for a year's course (67.5 hours a ace standards for the defined cour	that students in grades 9-12 are expected to be in school lit. A student must meet course requirements and be present for a semester course) or demonstrate mastery of the course se. Therefore, students with unexcused absences totaling easing grade on the semester exam in order to be eligible.
Parent/Gu	uardian signature:	
Home or c	cell phone number:	Work phone number:
Date:		
Reg	quest Approved - absence will be re	corded as excused:
	quest Denied - absence will be recor ou will be notified if the absence w	rded as unexcused:ill be unexcused.)
Administr	rator signature:	Date:

\*\* Please return this form to the Attendance Office \*\*

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