

# Killearn Lakes Elementary School

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Jenny Blair, Principal  
Champayne Ricciardi, Assistant Principal

Rocky Hanna, Superintendent  
Leon County Schools

## Pre Arranged Absence Request

Per LCS policy, students are not to be absent from school except for the following reasons:

1. Illness and/or medical care
2. Death in the family
3. Legal reasons
4. Religious Holidays/Observances (use Religious Observance form)
5. Other circumstance(s) or insurmountable condition(s) approved by an administrator

Please circle the reason for this request and attach documentation as appropriate.

\*Please note: Family vacations/trips are *not* included.

Students are required to complete a journal relative to their respective grade levels. Journals should reflect the educational value of the trip (new experiences, lessons learned, etc.). Journals are due to the teacher upon the student's return. Please work directly with your student's teacher to make-up missed assignments. *Absences will be excused once journals **and** all missed work have been submitted.*

Reason for Absence: \_\_\_\_\_

Educational Benefit of Absence (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher(s) \_\_\_\_\_

Date of Absence(s): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Request Excused \_\_\_\_\_ Request Unexcused \_\_\_\_\_

Pending Journal Reflecting the educational value of the trip (what was learned) \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

