

Lincoln Elementary
12245 W. 109th Ave
Cedar Lake, IN 46303
219.374.3600

PRE-ARRANGED ABSENCE FORM

Instructions: Section A must be completed by the parent one week in advance of anticipated absence so that the principal may make a decision on the request. If Section B is filled out the student will take this form to each teacher to get assignments and have them sign Section C.

SECTION A_(parent): We, the parents of _____ request that he/she be excused from school on the following date's _____. The student will travel to _____ accompanied by _____ for the purpose of _____.

Check the following that apply:

- The vacation involves travel which is 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 student doesn't already have more than ten (10) countable absences for the school year.
- Student is passing all classes.

Parent/Guardian Signature

SECTION B_(parent and student): The following **must** be adhered to:

1. The student will makeup all missed academic assignments
2. The time away from school will not be harmful to the intentions of the student and include not more than five school days. **THESE DAYS WILL BE COUNTED.**

The total number of countable absences for this student (prior to pre-arranged) _____.
(Please refer to page 20 in the Student handbook and/or School website for important Excessive absence information)..

Please see Attached Grades

Attendance Officer

Date

Principal's Signature

Date

SECTION C_(teacher): If the student has completed or can be expected to complete the school work from the time stated above, please sign below.

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | |

General Comments: