

# Pre-Approved Absence Request

**For Office Use Only:** Date Received: \_\_\_\_\_  FACTS SIS  Parent Notified  Teachers Notified

Return completed form to the receptionist at least **two weeks** before the proposed date of absence. Final arrangements for travel should not be confirmed until approval for the absence has been received.

## SECTION 1: Parent(s) complete this section

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

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

Departure Date \_\_\_\_\_ Return Date \_\_\_\_\_

Travel Destination - City & State \_\_\_\_\_

Reason(s) for Request for Student's Absence (Include specific places to be visited and planned activities):

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

## SECTION 2: Parent Signature

We have read the school absence policy and guidelines in the Parent-Student Handbook and are aware of the responsibilities, which we have assumed. We agree to abide by these stipulations and policies.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 3: Administrative Signature

Attendance Record to date: # of Absences \_\_\_\_\_ # of Pre-planned \_\_\_\_\_

Approved Prior Requests: \_\_\_\_\_

Not Approved Reason(s): \_\_\_\_\_

Administrative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Students/Parents/Guardians, it is your responsibility to connect with your teachers regarding missing assignments.**

Students/parents are expected to make arrangements with all teachers for any work that they will miss prior to a pre-approved absence. Students should make every effort to complete the work before leaving. If this is not possible, then they will be expected to have the work completed upon their return.



**LANCASTER COUNTY  
CHRISTIAN SCHOOL**