



## REQUEST FOR WORK DURING EXTENDED ABSENCE

LBHS does not encourage parents to take students out of school because of the loss of instructional time and the possibility of falling behind in school work. However, in the event that a student must miss school (**1 - 3 consecutive days**), due to college visitation, career-oriented activity or other compelling reasons, LBHS will allow students to maintain continuity in their studies by requesting schoolwork in advance of their absence.

Students who know in advance that they will be absent for **ONE to THREE (1 - 3) consecutive days** may request and submit for consideration and pre-approval a **Request for Extended Absence Form 7 DAYS PRIOR** to the scheduled absence(s). The reasons for the absence will determine whether it is an excused or unexcused absence, as per CEC. Students **MUST** obtain pre-approval from an Administrator and each teacher in order to receive credit for work completed. If the exact assignment cannot be replicated, an "in lieu of" assignment will be assigned. Students who are going to be absent for **(4) or more** consecutive days, **MUST** meet with an administrator, as they will be placed on a separate **Short-Term Independent Study** contract during this time.

**STEP ONE:**

<b>Date of Request:</b>	# of School Days Absent:
Student Name:	Student Grade:
Date Leaving:	Date Returning:
Reason for Absence:	

**STEP TWO:**

Parent Signature:	
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**STEP THREE (student to bring to each of his/her teachers):**

**Teachers:** Permission has been requested to allow the above-named student a leave of absence during the school year. Please, at your discretion, assign classwork and homework that needs to be completed during this leave.

*Teacher to assign work prior to the above-mentioned absence*

SUBJECT	ASSIGNMENT	TEACHER SIGNATURE
Per. 1		
Per. 2		
Per. 3		
Per. 4		
Per. 5		
Per. 6		

**STEP FOUR**

Administrator Signature:	
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**STEP FIVE:**                      **RETURN THIS FORM TO ATTENDANCE OFFICE**                      \_\_\_\_\_ date rcvd