



# Long-Term Absence Request Form

*This form is to be completed for pre-arranged absences consisting of 3 or more days of school.*

In accordance with LAPS Policy and Regulations parents are discouraged from taking their children out of school for vacations. While students missing school due to vacations is not condoned, it is recognized that there are rare incidents when a student must be absent due to parental vacation or travel requirements. In these cases, the parent/guardian must fill out the Long-Term Absence Request Form in advance of the absence.

***The completed form must be submitted to the student's home school principal at least FIVE (5) school days prior to the date of the requested absence.***

## I. STUDENT/PARENT INFORMATION

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parents/guardians names: \_\_\_\_\_

Dates of Requested Absence: Start date \_\_\_\_\_ End date \_\_\_\_\_

Reason(s) for absence: \_\_\_\_\_

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

Signature of student \_\_\_\_\_ Date \_\_\_\_\_

Signature of parent \_\_\_\_\_ Date \_\_\_\_\_

## II. SCHOOL/PRINCIPAL DECISION

Decision of School Principal

- Absence may be excused by parent** (Students are allotted 40 class absences to be excused by parents. Currently, your student has /40 parent excused absences. Once a student reaches 40 absences, all absences will be considered as unexcused unless there is a medical note.)
- Absence will be unexcused**

Additional Principal's comments (if any)

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

Principal's signature \_\_\_\_\_ Date \_\_\_\_\_