

EASTERN LANCASTER COUNTY SCHOOL DISTRICT
Request for Pre-Approved Absence

Parents: Prior to your child’s absence, please read, complete and sign this form. The signed form is due to your child’s school office at least 5 days prior to the planned date of absence or the request for pre-approved absence may be denied. The building principal will consult with appropriate staff and consider your child’s attendance record prior to making a decision. Should your plans change after submission, please notify your child’s principal.

Student Name		Grade		Building	
Requested Dates of Absence				Total Days Requested	
Reason for Absence					
Other Elanco Family Members Attending				Date of Request	

During the period of absence, your child is responsible for the work missed. Upon return to school, any missed assignments or assessments must be completed and submitted to the appropriate teacher(s).

Students are permitted up to ten (10) excused absences per year. It is ELANCO’s practice that parents/guardians will receive notification when their child has 5 excused absences. Parents/guardians will also receive notification when their child has accumulated 10 excused absences. Please understand that even though permission may be granted for pre-approved absences, these days still count toward the 10 days of excused absences permitted each year. Once a student has accumulated 5 excused days for vacation/travel, any additional days of absence for these reasons will be considered unexcused.

Parent/Guardian submitting request (please print)	
Parent/Guardian signature	

Secondary Learners: Each teacher should initial in the appropriate location to indicate they are aware of your request:

Humanities/ Block 1	ELA/ Block 2	Math/ Block 3	Science/ Block 4	SS/ Block 5

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Number of Vacation Days Taken this School Year		Number of Days Absent this School Year	
Request is Approved as Excused		Absence is Not Approved as Excused	
Rationale:			
Principal Signature:		Date:	