

LAMBERT PUBLIC SCHOOLS
Prearranged Absence Form

Name _____ Date _____ Excused _____ Unexcused _____
 Dates of Absences _____ Reason for Absence _____
 Office Signature _____

Students are required to arrange their absences at least 24 hours in advance with their teachers. Some make up work may be required before the student leaves. If special arrangements haven't been made, work is to be completed by the next time the class meets. Failure to complete the work by the deadline will be counted as unexcused. If the absence is unexcused, the teachers are not obligated to allow credit for make up work. The teacher will indicate whether they think your student can afford to miss the time in class by approving or disapproving the request. Disapproval does not mean they cannot go, it is an indication that the teacher feels the student cannot afford to miss class at this time.

Parent Signature _____ Student Signature _____

Class	Assignment	Date	Teacher's Signature
1			
2			
3			
4			
5			
6			
7			
8			