Lakewood Middle School Pre-Planned Absence Form

We believe daily attendance is a foundational piece of a student's academic success. In creating an environment for that success, we work with students and their parents/guardians to encourage consistent, ongoing attendance. The scheduling of vacations while school is in session is discouraged and normally will be recorded as an unexcused absence. However, the administration is aware that there are extenuating circumstances. Students will be responsible for all academic work missed. Please make arrangements with the teacher before the planned absence. ***This form must be turned into the office 10 days prior to the pre-planned absence.***

Per HB 410, students are authorized up to 38 hours of excused absences in one (1) month or a total of sixty five (65) hours in one (1) school year before they are deemed "excessively absent" in which case they will be placed on "medical only" status for the remainder of the school year. In this case, students would need to provide documentation for any future absences in order for it to be recorded as excused.

Student Name: _____ Grade Level: _____

Date(s) of Absence: _____
(1 day=6 hours)

The reason for this request is (please check and explain):

_____ Vacation: _____
_____
_____

_____ Religious Expression Day: _____
_____
_____

_____ Other: _____
_____
_____

Parent Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Approved: _____ Unapproved:_____

Reason unapproved: _____