

PRE-ARRANGED ABSENCE

LEBANON HIGH SCHOOL

Today's Date: _____

_____ (Student's Name)

Parents/Guardians have requested that he/she be excused for the following dates: _____ for the following reason: _____

Parent/Guardian Signature: _____ Date: _____

1. This is for students planning on being absent more than 3 consecutive school days which needs to be authorized by an administrator. ****Students that are gone longer than 10 school days will be unenrolled on day 1, they will not have access to their LHS email or Google classroom and will need to re-enroll upon returning to school.***
2. All trips are to be pre-arranged **one week in advance.**
3. Students must assume the responsibility that each teacher gives them, whether it be assignments handed in before departure, assignments due when they return, or the make-up of work missed during the time they are gone.
4. **After all of the student's teachers have signed this form, please return it to the Attendance Office.**

Period	Grade	Teacher's Signature	Recommend	Comments
1			Y/N	
2			Y/N	
3			Y/N	
4			Y/N	
5			Y/N	
6			Y/N	
7			Y/N	
8			Y/N	

ATTENDANCE % _____

Administrator's Signature

Attendance Secretary's Signature