



LEGACY HIGH SCHOOL PRE-ARRANGED ABSENCE REQUEST

Student's Name As it appears in IC: _____ Grade _____

The parent/guardian of the above named student is informing the Student Relations Office that their student will be absent from school due to _____.

The student will be absent from _____ (reason)
_____ (date) to _____ (date). The student
currently has _____ UNX periods and _____ Tardies.

*The student understands that it is their responsibility to make up any work missed during this absence. **Excessive absences may affect grades.** This form is to be returned to the Student Relations Office **prior** to the absences in order for the absences to be considered "authorized" by Administration. According to [District Policy 5020: Student Attendance](#), vacations or non-emergency activities should be scheduled for days or times when students are not in school. Reasonable requests for absences to be excused due to vacation or for other non-emergency reasons will be approved if the **student has a 95% or higher attendance rate** over the prior two (2) grading periods, and if the student is otherwise **meeting academic performance expectations** as determined by school administration. Parent signature and teacher initials are required.

REMINDER: COMPLETED FORMS WILL BE CONSIDERED, BUT ARE NOT ALWAYS GUARANTEED FOR APPROVAL.

Period	Course	Teacher Initials	Current Grade	Homework/Comments:
1				
2				
3				
4				
5				
6				
7				
8				

Parent/Guardian Name _____ Parent/Guardian Signature _____ Date _____ Phone _____

☐ Approved ☐ Not Recommended _____
Administrator Signature _____ Date _____

Comments: _____