



ELEMENTARY

2020-2021 Pre-Excused Absence Request

3100 Tates Creek Road Lexington, Kentucky 40502

(859) 422-5705 * www.lexingtonchristian.org

Realizing that the need for extended absences occurs during the school year, we ask that you fill out the following information when requesting to take a leave of absence. Upon completion, it will need to be signed by the principal. Please fill out this form at least one week prior to leaving to give the principal time to approve and the teacher time to gather assignments. Fill out a sheet each time a student will be for two days or longer.

Work missed by the student will be made up upon return. Homework for absences should be requested by students from teachers before they leave. You may obtain up to 2 days of assignments prior to the absence. Tests will be given on a make-up basis.

Parent's Name _____

Child's Name	Grade	Teacher

Reason for absence _____

Date(s) of absence _____

Parent's Signature _____

Date _____

Principal's Approval _____ Date _____