



PRE-EXCUSED ABSENCE REQUEST

The LCA Student/Parent Handbook indicates that absences may be pre-excused if an approved in advance. Please submit your request **AT LEAST FIVE DAYS PRIOR** to any planned absence, so the assistant principal has adequate time to approve the absence. Homework for absences should be accessed off the website prior to and/or during the trip if possible or requested by students (rather than parents) from the teachers on the day they return.

Student's Name: _____

Reason for Absence: _____

Date(s) of Absence: _____

Parent's Signature: _____

Parent's Phone Number: _____

Parent's Email Address: _____

Teachers will provide students with the opportunity to make up work, which was missed during any excused absence. Students will have one day to make up work for each day they were absent. If the student misses a lab, the lab will NOT be made up. It is the student's responsibility to contact the teacher regarding the makeup work prior to missing school.

Assistant Principal's Approval: _____ **Date:** _____

Parent Notified: _____