

# LCA HIGH SCHOOL

## PRE-APPROVED ABSENCE REQUEST

The student/parent handbook indicates that absences may be pre-excused if approved in advance. Please submit your request AT LEAST FIVE DAYS PRIOR to any planned absence, so that 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(s):** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

**Parent's / Guardian's Phone #:** \_\_\_\_\_

**Primary Email Address:** \_\_\_\_\_

### Making up Missed Work

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 every 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:** \_\_\_\_\_