

Liberty Christian Secondary School

ABSENCE PLANNED IN ADVANCE

Office Use Only

EXCUSED: _____ **UNEXCUSED _____

DATE FORM ISSUED: _____

PARENTS: This form is to be completed for pre-arranged absences. Pre-arranged absences include family vacations, mission trips, or other non-medical reasons that are planned in advance.

- ✓ Please complete the information below.
- ✓ Sign the form and attach any additional explanation.
- ✓ Send this form to school with your student.
- ✓ Student is to get assignments, due dates, and teacher's signature for each class.
- ✓ Return form to the office for final approval at least **one week** before the absence.

_____ has requested to be absent from school on the following date(s):
_____ for the following reason: _____

The work that will be missed during the absence must be made up BEFORE the absence.

ASSIGNMENT

DATE DUE

TEACHER'S INITIALS

1st Period _____

2nd Period _____

3rd Period _____

4th Period _____

5th Period _____

6th Period _____

7th Period _____

8th Period _____

Parent Signature _____

Student Signature _____

Principal's Signature _____

**UNEXCUSED absences may result in the student's not being able to make up tests or other missed work.