

MIDDLE SCHOOL ADVANCED ABSENCE REQUEST

Regular school attendance is not only expected of students but is essential for his/her academic success. School attendance is an area of mutual cooperation between the school, the parents, and the students. However, LGCS does recognize that there are times during the school year when it becomes necessary for students to be absent from school for reasons other than illness (i.e. family vacation that cannot be scheduled for another time).

Therefore, students who are going to miss school due to a family vacation, etc., must submit this written request to the Educational Care Program (ECP) at least 1 week prior to the scheduled absence. It will be the responsibility of the student and parent to arrange pick-up of assignments from the teacher before leaving AND to turn in the completed work the day of the student's return. Papers or reports that are due during the absence must be turned in on or before the due date. Students who do not follow this procedure will be recorded as an Unexcused Absence and will NOT be able to make up the work. **This form will be returned to the student.**

STUDENT NAME: _____ TODAY'S DATE: _____

PARENT SIGNATURE : _____ DATES TO BE MISSED: _____

REASON: _____

PERIOD	TEACHER	TEACHER COMMENTS	TEACHER INITIALS
1			
2			
3			
4			
5			
6			
7			

PRINCIPAL SIGNATURE: _____ DATE: _____

ECP SIGNATURE: _____ DATE: _____