

IMAGINE SOUTH LAKE CHARTER ACADEMY



REQUEST FOR PRE-APPROVED ABSENCE

Date of Request _____

Dear Principal:

I wish my child, _____, to be excused from school on the following dates: _____.

Reason for absence: _____

I understand that the pre-arranged absence of educational value may be considered as excused absence with the principal's approval **at least 5 days before** the absence. I also understand that vacations and pleasure trips are discouraged while school is in session. I agree to make sure my child has met with his/her teachers regarding make-up work and will make certain all missed assignments are completed with the required time frame. It is recommended to have missed assignments completed to the absence or turned in upon return from the absence.

Parent Signature _____ Contact Information _____

Student Statement:

I agree to make arrangements with my teacher(s) to find out about and to complete all missed assignments prior to or **within 5 days of returning to school**. I understand that if I fail to complete assignments, I will receive NO credit for the missed school work.

Student Signature _____

Teachers (Sign only after the parent and student have signed):

Homeroom (K-5 th Grade) _____	Period 4 (6 th -8 th Grade) _____
Period 1 (6 th -8 th Grade) _____	Period 5 (6 th -8 th Grade) _____
Period 2 (6 th -8 th Grade) _____	Period 6 (6 th -8 th Grade) _____
Period 3 (6 th -8 th Grade) _____	Period 7 (6 th -8 th Grade) _____

*Return completed form to the front office to be reviewed by the Principal.

Office Use:

Student Registrar: Total Days Absent to Date _____ Total Days Tardy to Date _____

Approved _____ Not Approved _____

Principal Signature _____ Date _____