

**LAKEVIEW TECHNOLOGY ACADEMY REQUEST FOR PRE-ARRANGED ABSENCE**

**\*\*The securing and execution of this form is the responsibility of the student.\*\***

The parent/guardian of \_\_\_\_\_ are planning for this student to be absent from school for \_\_\_\_\_ school days from (dates) \_\_\_\_\_ through \_\_\_\_\_ for the purpose of \_\_\_\_\_.

We request that the school cooperate with us by allowing this student to make up work missed so far as this is possible and to receive appropriate credit for it.

\_\_\_\_\_  
Date Parent/Guardian Signature

**Academic Standing:** The wisdom of missing school at this time depends largely on progress in the classroom. To evaluate this decision and to determine if you can afford to be gone, you must present this form to each of your teachers and ask them to indicate your present grade standing and their opinion of your being absent in the space below.

SUBJECT	ACADEMIC GRADE	TEACHER	COMMENTS/ RECOMMENDATION

**Action Taken:** Parent contact by: \_\_\_\_\_ Academic Evaluation by: \_\_\_\_\_  
Policy & Law explained by: \_\_\_\_\_ Cooperation authorized by: \_\_\_\_\_

This is to confirm that LakeView Technology Academy is aware of your plans to cause your student to be absent from school on (dates) \_\_\_\_\_.

Under the circumstances we feel we \_\_\_\_\_ can / \_\_\_\_\_ cannot support this absence.

We realize the final decision rests with you, the parent/guardian. We will help your daughter/son to make up the missed school work so far as possible, so your daughter/son can receive credit for the school work.

\_\_\_\_\_  
Date Administrator Signature

## STUDENT ATTENDANCE PROCEDURES

The Executive Director of School Leadership is designated as the District attendance officer. The building principal/designee is designated as the school attendance officer.

### A. Absence Reporting

1. An excuse from a parent/guardian is required for any student absence from school. For extended or excessive absence because of illness, a statement from a physician, dentist, or other qualified professional may be required.
2. It is the responsibility of the parent/guardian to notify the school during the morning of the day that the student is absent.
3. Students of legal age shall be responsible for providing absence excuses and school notification of such absences themselves.
4. Unusual or frequent absence by a student shall be reported to the principal and/or school attendance officer, and/or the Executive Director of School Leadership.
5. A record of attendance for each student will be kept and will be noted on the permanent record in accordance with established District procedures. Each teacher will keep an accurate daily record of each student's attendance including tardiness, and shall submit a report as directed by the principal. A student sign in log will be maintained by the office for those students arriving to school tardy.

### B. Types of Absences

1. Excused absences: A student's absence may be excused by the principal/designee for acceptable reasons such as:
  - Personal illness
  - Illness in the immediate family
  - Death of a family member or relative
  - Other reasons of legitimate health or educational benefit to the student
  - Religious Holiday

The principal/school attendance officer is designated by the Board to deal with matters relating to school attendance. The principal/school attendance officer has the authority to approve or deny any request to permit a student to be absent and/or leave the building during school hours.

A student will be considered excused if incarcerated temporarily. The parent/guardian or court services worker must notify the school of the reason for the absence and the exact dates of incarceration must be documented.

2. Prearranged Absences: Approval of a request for a prearranged absence may be given in situations such as family, group, or individual activities of significant benefit to the student to warrant absence from school.  
Building principals may approve the prearranged absence of students upon written request from a parent/guardian. Requests for approval of a prearranged absence will be submitted on the form provided by the school office, and will be considered after the necessary details are provided, including reason for the request, evaluative notations by the teachers, signature of the parent/guardian, and other information which may be requested. In emergencies where written request for prearranged absence is not feasible, direct contact should be made with principal/designee if possible. In such cases, a written statement should be provided following the absence in order for it to be considered excused.  
Students who receive approval for a prearranged absence will be permitted to complete all school work for full credit and may arrange to do so either prior to or subsequent to the absence. Failure to complete prearranged absence procedure may result in an unexcused absence.