

# LAKES INTERNATIONAL LANGUAGE ACADEMY

## Pre-Arranged Absence Form

Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Grade: \_\_\_\_\_

We, the parents of the student named above are requesting that he/she be excused from school for the following reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date (s) student will be absent: \_\_\_\_\_

\_\_\_\_\_  
(Parent Signature) (Date)

**Students:** You are responsible to make up the work missed during your absence.

**This form should be:**

- filled out by your parent before your absence.
- returned to your classroom teacher.
- signed by your classroom teacher.

Failure to communicate a vacation with the school will result in the student to be considered unexcused.

Additional copies of this form are available through your child's classroom teacher.

\_\_\_\_\_  
(Teacher Signature) (Date)

\*\*\*\*\* *PLEASE RETURN THIS FORM TO THE OFFICE* \*\*\*\*\*