- Lucas Local Schools Planned Absence Form -

Requests for a student's planned absence are to be made as early in advance as possible, with the completed paperwork submitted at least two (2) days before the student is expected to be absent. The student must present this form to teachers for their recommendation (see chart below) prior to obtaining parent/guardian permission. Approval for the requested Planned Absence may be denied by the Principal in such instances where a student is struggling academically, has shown excessive absences, has failed to follow procedure and/or where it has been determined that the planned absence may be against the best interest of the student.

PLEASE NOTE: In the event of a Planned Absence, it is the responsibility of the student to confer with any teacher(s) affected and make arrangements for completing missed work. Please refer to the Student

int S	tudent N	Vame:			Today's Date:	1 1
		nned Absence:	•		·	
_ Fie	ld Trip	(description)	G :1 0	CC	lete healt of this f	
_ Co	llege Vis	sit (student must arrange visit through the cation (please review Vacation Policy in	e Guidance O the student h	mce and con andbook)	ipiete back of this b	01111)
_ ra Fa	mny va ir (stude:	nt must present documentation from Fair	r Board showi	ng need for a	ibsence)	
_ Ot	her; plea	ase describe:				
ate(s) of Pl	anned Absence: '/ /	through	/ /		
`	,	Completed form must be returned	to the persor	ı in charge	of Field Trip	
	or	office if for other reason at least 2	school days	<u>prior</u> to Pl	anned Absence:	
	Teacher .	Recommendation based on attendance & academic record. If NO, please explain.	Coursework d		Teacher Signature & Date	
riod 1	YES	NO	BEFORE	AFTER		
2	YES	NO	BEFORE	AFTER		•
3	YES	NO	BEFORE	AFTER		
la.	YES	NO	BEFORE	AFTER		· · · · · · · · · · · · · · · · · · ·
łb	YES	NO	BEFORE	AFTER		
5	YES	NO ·	BEFORE	AFTER		
6	YES	NO	BEFORE	AFTER	•	
7	YES	МО	BEFORE	AFTER		
re St fter i	udent H this Plan	signed, have read and understand the a andbook, and realize our role and respo ned Absence. We also understand that upon which they return to class from the	onsibilities in coursework d	the student's ue after the s	eaucanon vejore, e	uuring a
PARENT/GUARDIAN SIGNATURE Date			, <u>, </u>	STUDENT SIGNATURE		Date
			PRINCIPAL USE ON	YLY		<u>``</u>
	Approve Denied	ed /	/ / Due to	٠,		