



Lake Norman Christian School

Request for Pre-Arranged Absence

A request for a pre-arranged absence must be made in writing at least two school days before the absence. If approved, the absence will be considered excused, provided all conditions in this section are met.

Approval is at the discretion of the Head of School. Approval or denial is on a student-by-student basis, and shall include a fair consideration of the impact of the planned absence on the student's academic progress. A student earns his or her grade based on completion and performance.

Absences may not be approved if:

- The request was made less than two school days in advance.
- The student's academic record indicates that the requested absence will seriously interfere with his/her academic progress.
- The student has a poor attendance record.
- The student is failing or at risk of failing one or more subjects.

The Head of School may require an agreement with the student and parent/guardian to complete special assignments or missed work. Classroom work that is missed during the absence is the responsibility of the student to complete.

Failure to complete an assignment will affect the grade.

Except in extenuating circumstances, the total number of days for excused absences due to planned family activities in a school year shall not exceed five days.

Date of Request _____

We request permission for _____ to be absent from school
(Name of Student)

from _____ through _____ .
(First day of absence) (Last day of absence)

The purpose of this absence is: _____

It is the student's responsibility to request assignments from his/her teachers.

Not all assignments may be available in advance and not all work can be replicated from the classroom experience.

Signature of Parent/Guardian

Signature of Student

For Office Use Only: APPROVED _____ DENIED _____