

**LAKE HOLCOMBE SCHOOL DISTRICT  
PRE-ARRANGED ABSENCE FORM**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Date of Absence \_\_\_\_\_ Advisor/Chaperone \_\_\_\_\_

Reason for absence \_\_\_\_\_

Any student absent from the building for a field trip or absent for an extended period of time is responsible for submitting a completed form to the office one day prior to the absence.

**TEACHERS:** List assignments due during the absence as well as current grade; if the student is not passing, there are missing assignments, or excessive absences, the teacher is advised not to approve the absence. Final approval for the absence will be granted by the office.

Hour	Class	Teacher Signature	Current Grade	Teacher Approval	Assignments Due
1				Y N	
2				Y N	
3				Y N	
4				Y N	
HR/Lun					
HR/Lun					
7				Y N	
8				Y N	
9				Y N	
10				Y N	

**Parent Signature** \_\_\_\_\_ (required)

**Parent Phone Number** \_\_\_\_\_ (required)

Administrative approval is required if absence is denied due to missing assignments, failing grades, or excessive absences.

Administrative Approval: Approved Denied Reason: \_\_\_\_\_

Administrative Signature: \_\_\_\_\_ Date: \_\_\_\_\_