

Lake Highland Preparatory School

Pre-Excused Absence Request Form

Any absence that can be anticipated should be provided for with the completion of this form. This form must be turned in **PRIOR** to your absence. All absences (excused or un-excused) count towards the 5-day nine-week rule and the 16-day semester rule.

Today's date _____

Student _____ Grade _____

Date(s) of absence _____

Reason for absence _____

Student's Signature

Parent's Signature

<u>Current Absences</u>	<u>Period</u>	Make-Up Plan <u>Teacher Signature</u>	<u>Present Grade</u>	<u>When work is due</u>
_____	Period 1	_____	A B C D F	Before or After
_____	Period 2	_____	A B C D F	Before or After
_____	Period 3	<u>HOMEROOM</u>	A B C D F	Before or After
_____	Period 4	_____	A B C D F	Before or After
_____	Period 5	_____	A B C D F	Before or After
_____	Period 6	_____	A B C D F	Before or After
_____	Period 7	_____	A B C D F	Before or After
_____	Period 8	_____	A B C D F	Before or After

Absence is: Excused _____ Unexcused _____

Director's Signature