

LA SALLE PREPARATORY PRE-ARRANGED ABSENCE FORM

Student Name _____ Absence Date _____ to _____

Destination: _____ Attendance Approval Initials _____

A pre-arranged absence form is required for any planned absence 3 days or longer including school-sponsored events. This form must be filled out and turned into the Attendance Office prior to departure from school in order for the absence to be excused. Students are also required to get a printout of their current number of absences from their counselor. If the form is not turned in prior to leaving, the absence will not be excused. _____ (student initials)

PURPOSE: To provide better communication between the student, parents and the teachers:
 1. The student will know what is expected of him/her. (see pg. 19-20 of the La Salle Handbook)

CONDITIONS:
 1. Each teacher must sign and comment before student is excused from the teacher's class
 2. The student who desires a pre-arranged absence is responsible for procuring the assignments from the teacher the day before the absence.

PROCEDURES:
 1. Fill out all the requested information 3 days prior to your departure from school, if possible.
 2. Take the form to your teachers for their signatures and comments before your departure.
 3. Return the form to the attendance office. A copy of the form will be given to you to take home.
 4. **Parents must provide a note to the office describing the nature and duration of the absence.**

Failure to follow the conditions and procedures will result in being marked unexcused and the appropriate consequences will be applied.

Period	Class	Teacher's Signature	Comments/Assignments- Include if student is in good standing at time of absence.	Make-up work will be received (before/after absence):	Make-up work will be due (date):	Outside tutoring will be necessary to make-up classtime (yes/no)	This absence represents a severe hardship for this student (yes/no)

I _____ (parent/guardian name) acknowledge that school missed because of school-sponsored or non school sponsored activities requires a commitment on the part of the student and parents to make-up work during regular school hours and may require additional tutoring (at the cost of the family) to make up for missed classtime and assignments. I accept the responsibility to support my child in getting caught up as soon as possible.

Parent Signature: _____ **Date:** _____