



PRE-ARRANGED ABSENCE FORM  
Leman Academy of Excellence

Date \_\_\_\_\_

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

**Pre-Arranged Absences and Vacations**

Parents are encouraged not to take their child out of school for extended vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the teacher to make the necessary arrangements and file a completed pre-arranged absence form in the main office. It may be possible for the student to receive certain assignments that are to be completed during the trip. All assignments and work must be made up. However, based on the timing of the vacation, some assignments and assessments will not be able to be made up by the end of the quarter deadline. Scholars may be marked exempt or given half credit for assignments not completed before the end of each quarter when grades are due.

If a parent knows in advance that their child is going to be absent from school, it is important that the Pre-Arranged Absence Form be completed. The forms should be turned in 5 days in advance of the planned period of absence.

DATES OF ABSENCES: \_\_\_\_\_

REASON FOR ABSENCES:

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I understand there is no guarantee that the loss of school time will not have an impact on grades and overall academic progress. I also understand the responsibilities of collecting classwork prior to the leave date and return completed work upon the due date given by the teacher. Your student will have 1 school day for each day absent to complete and submit missed assignments, work, and/or exams.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number