



Buffalo Trail Elementary

Request for Pre-arranged Absence



Pre-arranged absences must be applied for at least two (2) weeks prior to a student’s absence by completing the Pre-arranged Absence form. School days missed can never be fully recovered. The school’s obligation is to support good attendance and inform the student and family of possible consequences of absence for personal or family business. The school encourages scheduling these activities at times which will not require absences from school. Per the LCPS Policy, trips or activities that enhance or extend the student’s education may be excused when approved by the Principal in advance. The attendance policy is further explained by reference LCPS Policy 8-17. **IMPORTANT:** According to state law, any student absent from school for 15 (fifteen) consecutive days regardless of reason will be withdrawn from school. Parent’s will need to re-enroll their student(s) on their own.

Parents: Please complete the top section. Return this form to your child’s teacher. Once the form has been completed it will be turned in to the attendance secretary in the main office and principal for consideration.

ABSENCE INFORMATION *please print*

Date Submitted: _____

Student Name: _____ Student ID: _____ Teacher & Grade: _____

Dates of Absence: FROM _____ TO _____

Reason for proposed absence: _____

How will the proposed absence enhance your child’s education? _____

Parent/Guardian Name: _____ Email: _____

Parent/Guardian Signature: _____ Phone #: _____

TEACHER SECTION

Number of current Absences: _____

Number or current Tardies: _____

SUBJECT	Description of any assignments/assessments that will be missed	Teacher Initials
Reading	_____	_____
Writings	_____	_____
Math	_____	_____
Science	_____	_____
Social Science	_____	_____

MAIN OFFICE USE ONLY

Approved _____ Not Approved _____ Mrs. Rogaliner, Principal _____ Date: _____