

# Buffalo Trail Elementary



## Request for Pre-Arranged Absences

Date submitted : \_\_\_\_\_

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 referencing LCPS Policy [8-17](#). **IMPORTANT:** According to state law, any student absent from school for 15 consecutive days regardless of reason will be withdrawn from school. Parents 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		
Student Name:	Teacher and Grade:	Student ID
Will be absent from:	To:	
Reason for proposed absence:		
Will the proposed absence enhance your child's education?		
Parent/Guardian Information		
Parent/Guardian Name:	E-mail	
Parent/Guardian Signature:	Phone#:	

**Teacher Section:** Number of current Absences: \_\_\_\_\_ Number of current Tardies: \_\_\_\_\_

Subject	Description of any assignments/assessments that will be missed (additional comments can be written on the back of the page).	Teacher Initials
Reading		
Writing		
Math		
Science		
Social Studies		

### Main Office Use Only

Approved  Not Approved

Mrs. Alisa Rogaliner, Principal

Date