

# Sterling Middle School

## Request for Pre-Arranged Extended Absence (4+ Day)

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

Pre-Arranged absences must be applied for at least one week prior to a student's absence by completing a Pre-Arranged Absence form. School days missed can never be fully recovered. The school's obligation is to encourage good attendance and inform the student and family of anticipated consequences of absence for personal or family business. The school encourages scheduling these activities at times which will not require absence 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 (or his designee) in advance.** The attendance policy is further explained by referencing LCPS Policy §8-14.

**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According to state law, any student absent from school for 15 consecutive days, regardless of reason, will be withdrawn from school.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 students on their own. **Parents: Please complete the top section. Your child should then share this form with each of his/her teachers. Once the form has been completed it should be turned in to the attendance secretary in the Main Office.**

Absence Information		
Student Name	Student ID	Grade
Date(s) student will be missing school:		
Reason for proposed absence:		
How will the proposed absence enhance your child's education?		
Parent/Guardian Information		
Parent/Guardian Name:		
Parent/Guardian Signature:		

**TEACHER SECTION:**

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

MAIN OFFICE USE ONLY:

Approved

Not Approved

\_\_\_\_\_  
Principal (or attendance designee)

\_\_\_\_\_  
Date