



Arranged Absence Form Instructions

This form is to be used by a student who is requesting permission to be absent from school for special circumstances (see the 'From Our Handbook' information below). The purpose of the form is to aid in communication between the student, any teachers your child has, and the parents. LSDAE wants to provide our school families the best service possible. This involves organizing materials and plans for your child in preparation for leaving. When requests come in to the homeroom teacher verbally or via email, or the request comes minutes before the student wants to leave, it is impossible for all the teachers to be informed and to prepare for your child's absence. We are hoping this procedure will help all of us do what needs to be done to ensure your child's academic success.

The student making the leave request needs to present this form to each of their teachers about a week prior to their planned date(s) of absence. Each teacher needs to sign the absence form AND list class assignments or the make-up project(s) they are requiring. When the form is complete, the student will return the form to the office for final approval. Within three days, the form will be returned to the student, with any items required to complete their assignments attached.

Credit for missed work will be given for excused or approved pre-arranged absences. If the proper procedure has not been followed, the student may not receive credit for their assignments. This would include asking each teacher to sign the form, not giving us a week's notice or not turning it in to the office upon completion. Excessive absences, however, may still lead to lower grades. Completing paper work, and actively engaging in class instruction are not the same. Class work given to a student(s) for a pre-arranged absence is due the day the student returns to school.

Please note that completing an arranged-absence form does not mean the absence will be excused. Absences are only excused when they are within the guidelines of California State Education Law. According to California State Education Law days missed due to illness or quarantines; medical appointments; a death in the immediate family; or for other justifiable personal reasons (appearance in court, observance of religious holidays, etc.) are excused. Completing an arranged absence form allows your child to keep his grades and assignments current.



LODI SEVENTH-DAY ADVENTIST ELEMENTARY SCHOOL

1240 SOUTH CENTRAL AVENUE; LODI, CA 95240 • PH: 209-368-5341 • FAX: 209-368-5370

Student Name(s) _____

Reason for Requested Absence _____

Planned Date(s) of Absence _____

Date Submitted _____

Class

Teacher

Assignments

(signature)

Parent/Guardian Signature

Principal/Administrator Signature
