

**THREE LAKES HIGH SCHOOL
ANTICIPATED ABSENCE FORM**

STUDENT NAME

GRADE

Parent/Guardian's Name

Date of Request

Telephone

Date(s) of Anticipated Absence

Reason for Anticipated Absence

Under State Statute the only excused absence from school is due to health reasons or family emergency. When a parent or guardian permits his/her child to be absent from school for another reason, other than Three Lakes High School Policy, the absence is termed unexcused. Then according to school policy, the work missed by the student may not be made up and zeroes will be given.

Three Lakes School Policy lists circumstances in which a student may be excused with three days notice which are: bonafide religious holiday, non-emergency medical appointments, a court appearance or other legal procedure which requires the attendance of the student, vacations in which the student is traveling with his/her own family, and other good cause shown in advance to the principal. Discretion should be used on the length of time the student is withdrawn from school, how much school the student has already missed, and how much time the student can afford to miss from the classroom because of grades at that time.

The school, being concerned with your child's educational progress, has provided means for each teacher to inform the parent/guardian of their opinion relative to the anticipated absence. After your child has completed the form and submitted it to the principal for approval, a copy will be given to the student to return to the parent/guardian.

I, the parent/guardian of the above named child, accept the conditions described above for the anticipated absence.

Signature of Parent/Guardian

RECOMMENDATION ON BACK

RECOMMENDATION

Column I Student will be allowed to make up his/her work provided that it is accomplished within the time allotted by administrative rules (student handbook)

Column II The type of work being done during the absence cannot be made up.

Column III I strongly recommend that your child not be absent as his/her academic progress cannot afford the lost time.

Period	Course	Teacher	I	II	III	Comments
1A						
1B						
2A						
2B						
3A						
3B						
4A						
4B						
5A						
5B						
6A						
6B						

Bus Driver Signature

Number of absences to date

Approved Not Approved

Reason(s) not approved

Principal's Signature