

# LINFIELD CHRISTIAN HIGH SCHOOL

## PRE-ARRANGED ABSENCE 2019-2020

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

### **PROCESS TO OBTAIN A PRE-ARRANGED ABSENCE**

- (1) Student picks up form and takes home for parent signature.
- (2) Student returns signed form (without Teachers signatures) to Attendance for approval.
- (3) Attendance office verify absence/s request by calling parent, after verification Attendance will approve/date stamp form and return to Student for obtaining Teacher signatures.
- (4) Student presents form to all teaches for signature ("C" or higher in class required) during break, lunch, before or after school only.
- (5) When completed, student returns signed form to Attendance office. Due 1 week prior to absence.

Parents: If a student's academic grades are "C" or higher, parents may request that a student be absent for family business, i.e. trips or vacation, etc. Students must obtain a pre-arranged absence form from the School Office which is to be signed by the parent and the appropriate teachers. The **Pre-Arranged Absence form must be completed one week prior to the absence.** Students must make arrangements with teachers for the timely completion of all academic work including online courses. A pre-arranged absence will be limited to five (5) class days in any given year. Junior and senior students visiting a college must submit a completed pre-arranged absence form prior to the visit and must also submit the College Visit Verification Form upon return to Linfield to be marked as an excused school activity. DMV Appointments and Court Appearances require a prearranged absence form prior to the appointment and documentation upon return to Linfield. An approved pre-arranged absence is considered an excused absence. (Note the 10/15 absence rule in Handbook). Senior students who are summoned for jury duty must request a postponement until summer.

I request a Pre-Arranged Absence for the purpose of \_\_\_\_\_

Dates I will be absent: \_\_\_\_\_ Total Days requested \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Phone Number to Verify

### **LCHS OFFICE USE ONLY**

Approved by Attendance Office \_\_\_\_\_ Date Stamp \_\_\_\_\_

Block	Teacher	Comments (grade, concerns)	Teacher's Signature
1			
2			
3			
4			
5			
6			
7			
ONLINE			

**FORM MUST BE RETURNED TO THE ATTENDANCE OFFICE COMPLETED BY TEACHERS AT LEAST ONE WEEK PRIOR TO ABSENCE!!**