



Date: _____

Lodi SDA Elementary
Arranged Absence Request

Student Name: _____ Grade: _____

This form is to be used by a student who requests permission for special circumstances. The request is to be returned to the school office and will be considered by the Academic Standards Committee.

I would like to petition the Academic Standards Committee/School Administration for permission to miss school on the following dates: (please list dates)

Date(s) of absence: _____

I am making the request because:

Parent Signature

For Office Use Only:

Date Submitted: _____

____ Request Approved

Date of Action: _____

____ Request Denied

Comments:

Signature: _____

____ Arranged Excused Absence (approved)

____ Arranged Unexcused Absence (approved)

Absences (From our School Bulletin)

According to California State Education Law days missed due to illness or quarantine; medical appointments; a death in the immediate family; or for other justifiable personal reasons (appearance in court, observance of religious holidays, etc.) are excused.

An "Arranged Absence" form is available in the office and should be filled out a week in advance for each day the student will be absent to give the teacher(s) adequate time to prepare materials. This form must be approved by the principal and teacher(s). Excessive absences, however, may lead to lower grades.

Credit for missed work will be given for excused or approved pre-arranged absences. For illness, one school day will be allowed to make up work for each school day absent. If a student is taken out of school early during the school day, must be signed out in the office.