

Liberty Tree Academy **Prearranged Absence Plan**

The parent or legal guardian of the student listed below requests that his/her child be excused from school on the dates shown. Requests for the prearranged absence must be received by the Principal one week prior to the day the absence begins in order to be excused.

Both the student and his/her parents should be aware that there are unintended consequences of missing school. Absent students may struggle to make up work or to keep up during classroom discussions upon their return. It is the student's responsibility to catch up. Therefore, it is strongly recommended that vacations be taken only during designated breaks when school is out of session.

It is the responsibility of the student and parent to obtain any available assignments prior to a prearranged absence. Some assignments will not be available beforehand, in which case the student and/or parent needs to contact the teacher to see what assignments were missed during the absence. Students who need notes must obtain these from a classmate. For excused absences, students will have two days for every day absent after coming back to school to make up the work missed.

Student Name _____ Grade _____ Today's Date _____

Teacher(s) _____

Dates of Absence: Starting _____ Returning to School _____

Reason for Absence _____

Parent/Guardian (Please Print)

Parent/Guardian Signature

Email

Phone Number

Procedure

1. Parents - Please fill out and hand in the Prearranged Absence Plan to the office at least one week prior to the scheduled absence.
2. Office Staff - Please give the plan to the Principal for approval, and then make a copy for the teacher upon approval.
3. Teacher - If possible, please give the listed student those assignments that have been prepared and which can be completed during the absence.

Principal's Signature _____ Absences _____

Date: _____ [] Approved [] Declined