

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 Headmaster at least as many days in advance as the total number of days of the absence (for example, a 5-day absence requires at least 5 days of prior notice).

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 need to contact the teacher to see what assignments were missed during the absence. Students who need notes must obtain these from classmates. For excused absences, students will have two days for every day absent after coming back to school to make up for the work missed.

Student Name: _____ Grade: _____ Today's Date: _____

Dates of absence: _____

Reason for absence: _____

Parent/Guardian (Please Print)

Parent/Guardian (Signature)

Email

Phone Number

Headmaster's Signature

Date

Prior Absences _____ ☐ Approved ☐ Denied