



# Long-Term Absence Request Form

*This form is to be completed for pre-arranged absences consisting of 3 or more days of school.*

In accordance with LAPS Policy and Regulations parents are discouraged from taking their children out of school for vacations. While students missing school due to vacations is not condoned, it is recognized that there are rare incidents when a student must be absent due to parental vacation or travel requirements. In these cases, the parent/guardian must fill out the Long-Term Absence Request Form, in advance of the absence.

***The completed form must be submitted to the student's home school principal at least FIVE school days prior to the date of the requested absence.***

## I. STUDENT/PARENT INFORMATION

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

Parents/guardians names: \_\_\_\_\_

Dates of Requested Absence: Start date \_\_\_\_\_ End date \_\_\_\_\_

Reason(s) for absence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of student \_\_\_\_\_ Date \_\_\_\_\_

Signature of parent \_\_\_\_\_ Date \_\_\_\_\_

## II. SCHOOL/PRINCIPAL DECISION

Decision of School Principal

Absence is excused

Absence is unexcused


Principal's comments (if any)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Principal's signature \_\_\_\_\_ Date \_\_\_\_\_

(OVER) 

III. TEACHER ACKNOWLEDGEMENT

Period 1A Teacher Signature/Comment

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Period 2A Teacher Signature/Comment

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Period 3A Teacher Signature/Comment

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Period 4A/B Teacher Signature/Comment

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Period 1B Teacher Signature/Comment

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Period 2B Teacher Signature/Comment

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Period 3B Teacher Signature/Comment

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