



Trinity Lutheran Church & School

Red Bud (Prairie), Illinois 62278

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PRE-ARRANGED ABSENCE FORM

Guidelines:

1. This completed form must be turned in to the School Office prior to the intended absence. When the absence is for an extended time, the school needs to be notified at least 3 days in advance.
2. Planned absence requests will be approved based upon a student's cumulative attendance and academic records.
3. The student and/or the parents has the responsibility for contacting all teachers and completing all make-up work following the guidelines stated in the student handbook. Assignments are expected to be complete upon returning to school. If your child has more than one teacher for core subjects, both teachers must sign.

Obtain signatures in the order indicated below.

Complete the following:

_____ will be absent _____
(Student) (Dates)

For the following reason: _____

Parent Signature (1st)

Principal Signature (2nd)

Form Must be signed by the Parents and Principal BEFORE Teacher Signatures

Teacher Notification (3rd)

Second Teacher (4th)

Christ-Centered Worship and Christian Education