

REQUEST FOR EXCUSED ABSENCE

Lakewood Presbyterian School Grades 7-12

Name of Student _____

Date(s) Absent _____

LPS grants excused absences only for absences it regards as necessary.
These are: (check the cause for which you request an excused absence.)

_____ An illness that required the student to stay home the entire day
(except for a visit to a doctor)

_____ A medical or dental appointment that could only be scheduled
during school hours. Name of doctor: _____

_____ Attendance at a relative's funeral during school hours

_____ A family situation that made transportation unavailable
(Describe on back.)

_____ Required participation in an activity of a religious or educational
organization of which the student is a member. This does not excuse
recurring schedule conflicts.

Organization: _____

Activity: _____

_____ Other necessary or unavoidable cause (Describe on back.)

I request an excused absence for the student, date(s), and reason given above.

Parent's Signature

_____ **Request granted.**

_____ **Request denied.**

Rights and responsibilities of excused absences: The student must obtain the signature of the headmaster, then show this signed form to each teacher on his first day back. Any written work that was due during his absence must be turned in then. Classroom participation, daily quizzes, and science labs may not be made up. Tests missed must be taken on the first day back. Any relaxation of these conditions may be given only by the headmaster and are noted below. A zero is given for work missed for an unexcused absence.

Headmaster's Signature