Lincoln Middle School
Pre-Arranged Absence Form (2 or more days)

Directions:
1. Please have form completed before a planned absence whenever possible.
2. Student should complete this form with his/her/their teachers so they know what work/learning will be missed.
3. Parent/Guardian signs form to agree to help the student complete the work.
4. Return completed form to student services for administrator approval.

★ Name of student: ____________________________________________
★ Grade/House: ________________________________________________
★ Lions’ Pride Advisor ___________________________________________
★ Reason for absence ____________________________________________

______________________________________________________________

★ Date(s) student will be gone ___________________________________
★ Parent/Guardian’s Name _______________________________________
★ Applicable Phone Numbers _____________________________________

Form is used for any absences of 2 or more days, not due to illness or family emergency.

➢ Teachers may require, when reasonable, that student make up work before or after the absence.

➢ Administration will consider the students’ attendance record and academic status. If absence is not approved by administration, parent will be notified.

➢ Parent/guardian may decide to take the student out of school without authorization of a pre-arranged absence, but please note absences that have not been pre-approved by the administration will be considered “unexcused absences”.

➢ All forms will be kept on file in student services office.
<table>
<thead>
<tr>
<th>Teacher</th>
<th>Work/Learning that will be missed</th>
<th>Teacher Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core A</td>
<td></td>
<td></td>
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<tr>
<td>Core B</td>
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<td>Core C</td>
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<td>Core D</td>
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<td>RA</td>
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<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Signature _______________________________________________________      Date ______________________________
Parent Signature _______________________________________________________      Date ______________________________
Administrator(s) Approval _______________________________________________      Date ______________________________

◆ MACBOOKS ARE NOT PERMITTED TO LEAVE THE STATE, per MLTI Guidelines.