

Trinity Lutheran School
Student Planned Absence Request

Student Name _____ Grade _____

Dates for Requested Absence _____

Reason for Absence _____

Please choose one:

_____ My student will complete any available homework before returning to school.

_____ My student will complete missed work upon returning to school.

Parents/Guardians understand that Trinity Lutheran School does not condone planned absences. These absences are counted as unexcused absences. Parents/Guardians agree that the student is responsible for completing missed assignments, making up missed projects and tests, and catching up with the class upon return. Teachers are not required to provide every assignment in advance. Classroom assignments can/do occasionally change from the original plans. See the Family Handbook - Student Attendance Policies for details on Planned Absences and Make-up Work.

Parent/Guardian Signature

Date

Teachers: Please sign as acknowledgment of receipt of this form and indicate homework availability.

Teacher _____ Date _____

_____ Homework/assignments/tests will be available early.

_____ Homework/assignments/tests will not be available early.

Student's Current GPA _____

My signature is acknowledgment of receipt of this completed form.

Administration

_____ Date _____