



Request for Student Absence

Date of Request _____

Student Name(s) _____ Grade(s) _____

Requested dates for absence: from _____ to _____

Specific Reason for Absence: _____

Lititz Christian Handbook ATTENDANCE REQUIREMENTS – General Attendance

3. When a student is absent because of illness or trip, **it is the student's responsibility to make up the work missed.** The student is responsible for seeing the teacher for a list of work missed when he/she returns. The student will be given a reasonable amount of time to make up the work which should not exceed twice the number of days missed.

4. Parents who wish to take their children out of school to accompany them on family trips must make the request to the school administration in writing. **Permission for trips must be secured from the administration at least two weeks in advance.**

We agree to the above requirements regarding "missed school work" and "written request submission in a timely manner" per the Lititz Christian Handbook.

Parent name _____ Parent Signature _____

Student name _____ Student Signature _____

Student name _____ Student Signature _____

Student name _____ Student Signature _____

OFFICE USE ONLY

Date Submitted _____

___ This absence has been approved as an excused absence.

___ This absence has NOT been approved as an excused absence.

Administrator Signature

Date