Lakenheath Middle School

Request for Approval of Planned Absence

Student: _____ Grade: _____

Dates of Planned Absence: _____ to _____

Reason for Absence:

___ Personal illness to include medical, dental, or mental health appointment
___ Serious illness in the student's immediate family
___ A death in the student's immediate family or of a relative
___ Religious holiday
___ Emergency conditions such as fire, flood, or storm.
___ Unique family circumstances (please provide additional information below)
___ Unique family circumstances, military mission-imposed restrictions of timing of leave
Signature of Commander:_____
___ Parent deployment or reintegration
___ Other (please provide additional information below)

School administrators must consider the following factors prior to identifying an absence as excused:

- The student is in good academic standing.
- The student has a record of consistent school attendance during the current school year.
- Review of the impact previous extended absences from school have had on the student's educational program during the current school year.
- Administration shall confirm with the parent or sponsors' Command, if dates of any extended absence are mandatory or discretionary.

Parent agreement: If approved, I understand that it is the responsibility of my student to make arrangements with their teachers for work missed.

Parent signature: _____ date: _____

Please return this form to the Front Office

Administrative Decision
Absence is ___ Excused ___Unexcused

By:_____ Date: _____

If excused, this form is to be returned to the family with further instructions for securing work.

Updated: August 27, 2019