



TLS PRE-PLANNED ABSENCE FORM

Teacher instruction is essential to the success of every student at TLS. ***While it is possible to make up work that is missed, it is impossible to make up for the in-class instruction that is missed.*** For the best education of your student, please make an effort to schedule all appointments for non-school times. **We encourage you to consult the school calendar to coincide your family vacations with days off to minimize your student's absence days.** In the event your student **MUST** miss any or all of a scheduled school day, please fill out this form and turn it into the school office ASAP. *Consult the TLS Handbook for detailed information on school attendance.*

Student Name _____

Grade _____

Student Name _____

Grade _____

Student Name _____

Grade _____

Dates/Times (if partial day) of Planned Absence: _____

Reason for Absence: Family Vacation Doctor Appointment Other (Explain)

Explanation/Additional Information to Consider: _____

I understand that it is my responsibility to arrange for any homework assignments, and that certain activities and lessons may be impossible to make up (i.e. field trips, labs, guest speakers, etc.).

Parent Signature: _____

Date: _____

Parent Name (Printed): _____

Cell: _____

FOR OFFICE USE ONLY:

Current # of Absences (Prior to This Request) this School Year: _____

Teacher's Signatures: _____

Principal's Signature: _____

Date: _____