

Killearn Lakes Elementary School

8037 Deerlake Drive East Tallahassee, FL 32312-5076 Phone (850)-921-1265 FAX (850)-922-2566

Jenny Blair, Principal
Champayne Ricciardi, Assistant Principal

Rocky Hanna, Superintendent
Leon County Schools

Pre Arranged Absence Request

Per LCS policy, students are not to be absent from school except for the following reasons:

1. Illness and/or medical care
2. Death in the family
3. Legal reasons
4. Religious Holidays/Observances (use Religious Observance form)
5. Other circumstance(s) or insurmountable condition(s) approved by an administrator

Please circle the reason for this request and attach documentation as appropriate.

*Please note: Family vacations/trips/non-academic activities (dance, sports, etc.)
are **not** included.

Students are required to complete a journal relative to their respective grade levels. Journals should reflect the educational value of the trip (new experiences, lessons learned, etc.). Journals are due to the teacher upon the student's return. Please work directly with your student's teacher to make-up missed assignments. *Absences will be excused once journals **and** all missed work have been submitted.*

Reason for Absence: _____

Educational Benefit of Absence (if applicable):

Student's Name: _____ Grade: _____

Teacher(s) _____

Date of Absence(s): _____

Parent/Guardian Signature: _____ Date: _____

Phone Number: _____ Email Address: _____

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Pending Journal Reflecting the educational value of the trip (what was learned) _____

Request Excused _____ Request Unexcused _____

Administrator's Signature _____ Date _____

