



Lakeshore Public Schools

5771 Cleveland Avenue

Stevensville, MI 49127

Phone: (269)428-1400

Email: registrar@lpslancer.net

Today's Date: _____

Parents are encouraged to plan for family vacations or extended absences during periods when the school is closed for regular school vacations so that students are not absent for any extended periods of time.

The following must be completed and returned to the Attendance Office for approval FIVE (5) days prior to the absence.

Extended Absence Request			
Student Name:	Grade:	School:	
Parent/Guardian Phone:	Parent/Guardian Email:		
Dates(s) Absent:	From:	Through:	
Total Number of School Days Student will miss:			

STEP #1	Legal Guardian's Request and Signature (To be filled out by the Legal Guardian ONLY)
Destination:	
Reason the absence must take place during school time:	
Parent/Legal Guardian Signature:	

STEP #2	General Information
<ol style="list-style-type: none"> 1. This form must be completed and returned to the Main Office for approval FIVE (5) days prior to the absence from school. 2. Students who are pre-approved for extended absence, <i>must be back in school within 30 calendar days</i> to maintain enrollment. 3. Approved absences will count toward the minimum number allowed per semester, as approved in the Board of Education Attendance Policy. 4. In no way does completion of this form and pre-approval of the absence guarantee that the absence will not have a negative effect on scholastic achievement. Make-up is never an adequate substitute for classroom instruction and participation. 5. The student must accept full responsibility for contacting teachers before or immediately on return in order to get assignments, make-up work, tests, projects, etc. that are missed. 6. No more than FIVE (5) days will be allowed for completion of class assignments, tests, projects, etc. that are missed while the student is absent. Teachers have the right to allow less time for assignments that were made prior to the pre-planned trip. 	
✓ I have read the above information.	
Student Signature:	Date:
Parent/Legal Guardian Signature:	Date:

➤ **Student:** Proceed to Step 3 ONLY if Steps 1 & 2 have been completed by Parent/Legal Guardian.

STEP #3	Teacher Notification (Must have ALL teachers fill out and approve)				
Period	Teacher	Subject	Grade to Date	Homework Due Date	Teacher Signature
1					
2					
3					
4					
5					
6					
7					
8					

➤ **Student:** Once all of your teachers have filled out Step 3, please take this form to your Principal, or designated office representative.

STEP #4	Final Approval
Principal Signature:	Date:

This completed form is to be kept on file by the attendance office.