

PRE-EXCUSED ABSENCE FORM Non-School Activity

(Student's name) _____ has presented a request to the office (via a parent/legal guardian note addressed to the HS Principal) indicating he/she will be absent from classes for non-school related reasons on the dates indicated below. In order to ensure the student is aware of his/her academic responsibilities, this form must be completed and shared with the HS Principal at least three days prior to departure. All assignments, tests, quizzes, major assignments, etc. missed during these absences are due to the relevant teachers on the day of return, unless otherwise arranged by the HS Principal.

Dates of Absence		Reason of Absence
From (M/D/Y)		
To (M/D/Y)		

Do you use the Lincoln bus service? YES: NO Bus # _____

Bloc	Subject	Teacher Initials	Work Missed	Due Dates for Make Up Work/Assessments
A				
B				
C				
D				

E					
F					
G					
H					
PRINCIPAL'S APPROVAL:					
Joe Hollenbeck, H.S. Principal					