

# LOMA LINDA ACADEMY JUNIOR HIGH

## PRE-ARRANGED ABSENCE REQUEST FORM

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_  
 Date(s) of Absence: \_\_\_\_\_ As of (date) \_\_\_\_\_

REASON FOR ABSENCE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent Signature: \_\_\_\_\_ Administrator Signature \_\_\_\_\_

Period	Teacher Comments	Signature
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4 <sup>th</sup>		
5 <sup>th</sup>		
6 <sup>th</sup>		
7 <sup>th</sup>		
8 <sup>th</sup>		

**Instructions:**

1. Fill out student information, reason for absence and parent signature.
2. Request Administrator's approval.
3. Teacher comments and signature.
4. Submit to the JH Office. You will receive a copy for your records.

**MAKE UP WORK**

*Students who miss quizzes, tests, homework turn-in deadlines or in-class assignments due to an excused absence will not be penalized and will be allowed to make up work at the discretion of the teacher.*

*Students who have an excused absence are required to contact the teacher the first day that they return to class and make arrangements for making up any missing work. If they have missed one day of class, they have one more day after they return in which to complete missing assignments. Students are encouraged to contact a study buddy or to access the teacher blogs in order to have, as much as possible any missing work completed when they return to class.*

*Students with an unexcused absence will not be allowed to make up any work missed. It is permissible for teachers, in some cases, to elect to "average in" the assignment rather than to allow a student to make up the missing work or to give the student an alternate assignment*