



PLANNED ABSENCE FORM

STUDENT _____ DATE _____

First Day of Absence: _____ Date of Return to School: _____

Reason for Absence: _____

The challenging and demanding nature of the program at Long Trail School makes attendance essential. Learning from and with each other heightens the Long Trail School experience. This philosophy drives our attendance policies.

Planned absences are considered as reported absences for which the student and parent have made arrangements with Long Trail School prior to missing a scheduled obligation. A Planned Absence counts toward the absence threshold described in the LTS Attendance Policy. **A completed form must be handed in to the front desk by the end of the academic day two days prior to a planned absence.**

Before leaving for a planned absence, the student is responsible for making arrangements with each teacher as to when missed work is due and when missed assessments will be taken. In accordance with the LTS Make-Up Policy, the student will be granted the same number of school days to make up work as the number of school days absent.

Parent/Guardian Signature: _____ Date: _____
(must be signed by a parent/guardian prior to asking faculty members to sign this form)

C1 Teacher: _____ Date: _____

C2 Teacher: _____ Date: _____

C3 Teacher: _____ Date: _____

C4 Teacher: _____ Date: _____

C5 Teacher: _____ Date: _____

C6 Teacher: _____ Date: _____

C7 Teacher: _____ Date: _____

Dean of Academics: _____ Date: _____