

NLCA Pre-Arranged Absentee Form

Student: _____ Grade _____

Dates Requested _____

Explanation for Request

Parent's Signature _____ Date: _____

Date Received in Office _____

Principal's Signature _____ Date _____

Teacher's Use Only

Teacher's Signature Class Period Comments

Teacher's Signature	Class Period	Comments

Approved: YES NO

Comments:

*****NOTE:** This form must be completed and returned to the **office 2 weeks prior to the date of absence** or absences will be counted as unexcused and the student will not be allowed to make up work.