

P.A.S.A. request

LLA Elementary - Pre-Arranged Student Absence request form

Student's Teacher: _____ Grade: _____ Date: _____

Student Last Name: _____ First Name: _____

Dates of absence: _____

Purpose/reason for absence: _____

Parent understands that requests must be made at least 5 school days in advance of absence. If make up work is requested, this will give teacher sufficient preparation time for make-up assignments. Parent understands that if the 5 school day advance notice is not made, the assignments will not be available prior to the student's leave. The opportunity to make up an assignment upon student return is left to the teacher's discretion. For further details, refer to *Student Handbook - Vacation Policy*.

Parent Print Name: _____ Parent Signature: _____

OFFICE USE:

Principal Signature: _____ Date: _____

Teacher emailed date: _____ Initial: _____ Notes: _____

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