

LOYALSOCK TOWNSHIP HIGH SCHOOL

ABSENCE REQUEST

LTHS recognizes the importance of a holistic education beyond the reach of our high school. Approved absences from school must have prior approval from a school administrator. Thank you.

GENERAL INFORMATION		
Student's Name:	Grade:	Student Signature:
Parent/Guardian's Name:	Parent/Guardian Phone:	Parent/Guardian Signature:
Home Address:		
PLANNED ABSENCE OPPORTUNITY		
CIRCLE Nature of Request:		
Planned Family Vacation	College/University	Job Shadow
		Military
		Legal
Please provide additional information concerning the requested absence as well as educational benefits:		
Date(s) of Request:	Total School Days Absent:	Date(s) of Absence:
VISITATION VERIFICATION BY INSTITUTION (If a college visit)		
Name of Institution:	Location of Institution:	
Signature of Official:	Position of Official:	Phone Number of Official:
Printed Name of Official:		

VISITATIONS	PLANNED FAMILY VACATIONS
<ul style="list-style-type: none"> • Visitation requests must be submitted three (3) school days prior to the first scheduled absence. • It is the parent/guardian's responsibility to provide safe transportation to and from the visitation. • A signature or other statement of verification from the institution must be returned within three (3) days of your visit. • Failure to return this statement may result in an unexcused or illegal absence. 	<ul style="list-style-type: none"> • Planned family vacation requests must be submitted (2) weeks prior to the first scheduled absence. • It is the student's responsibility to get any schoolwork that may be missed in their absence so it can be completed while away from school. • Decisions regarding the approval of absences will lie in accordance with Policy Concerning Planned Family Vacations during the School Term, adopted 8/15/1984 by the Loyalsock Township School District.

SCHOOL APPROVAL		
Signature of Administrator:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Approved, but not recommended	Date: