

Trinity Lutheran School - Advance Notice of Absence

An Advance Notice of Absence form must be fully completed and signed AND the form must be returned to the Trinity School office on or before the school day prior to the anticipated absence.

The Trinity Lutheran School Board of Education understands the importance of school attendance for student success as well as the necessity to meet state mandated attendance laws. However, there may be legitimate reasons for students to not be in attendance. Student absences at Trinity will be excused for the following reasons: 1) An advance request by parents/guardians for their child to be absent for reasons they deem appropriate; 2) Illness verified by parents/guardians; 3) A death in the immediate family or funeral for close relatives.

Name _____ Grade _____

Reason for absence _____

Date of absence _____

Parent/Guardian Signature _____ Date _____

Complete and return to Trinity School office at least 1 school day before the absence, if possible.

Trinity Lutheran School - Student Absent Form

Please fill out this form when your child has returned to school from being absent without prior written notice.

Name _____ Grade _____

Date of Absence _____

Reason for Absence _____

Parent/Guardian Signature _____

Excused Absences: illness, Professional appointment, funeral, family emergency, family vacation, other reasons approved by the teachers.

NOTE: Field days, class activity days are expected days of attendance.