



## Life Christian Academy

### Request for Student Absence

1. Please return this form to the office at least **10 days prior to your absence.**
2. Please remember to get a parent's signature before you turn the form in.
3. A copy of this form will be made for each of your classes.
4. Pick up your copies from office and give one to each teacher.
5. Pick the completed copies up from each teacher and finish all listed assignments.

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Requested Dates of Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Teacher: \_\_\_\_\_ Class: \_\_\_\_\_

**Class Assignments:**

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### Life Christian Academy Attendance Policy

**Per LCA Handbook:** Classroom lectures, discussion, and interaction are important to the learning process. A parent conference could be required when a student has been absent eight or more days from any one semester class; this includes excused or unexcused absences. **If a student misses 10 or more days in any one semester, the grade could be lowered and class credit could be denied by the teacher.**

(RCW 28A.600.03, WAC 180.45.245, and LCA Board of Education.)