

Lyon Middle School Pre-Arranged Absence Notification

Instructions:

- ❖ Submit completed application to the Attendance Office at least two days before absence.
- ❖ Student is responsible for requesting makeup work from all teachers in a timely manner to receive credit.
- ❖ PLEASE NOTE: Nevada State law allows you to prearrange absences for your child. CCSD Regulations 5113 allows up to ten (10) prearranged absences during the school year that may be classified as excused.

Name of Student: _____

Student #: _____ Grade: _____

Date(s) of absence: _____

Reason for absence: _____

Parent Signature: _____ Date: _____

Administrative Signature: _____ Date: _____

Teachers: The student listed above has prearranged an absence for the date(s) listed. It is the student's responsibility to arrange makeup work. Please initial below to show that you have seen this form and have assigned work. Please be sure to check your attendance and verify that the date(s) listed are marked as prearranged. Thank you.

Period	Make-up Assignments	Teacher Initials
0		
1		
2		
3		
4		
5		
6		
7		