



DEPARTMENT OF DEFENSE
 EDUCATION ACTIVITY
 LIBERTY INTERMEDIATE SCHOOL
 OFFICE OF THE PRINCIPAL
 UNIT 5106
 APO AE 09461-5106



PREPLANNED ABSENCE REQUEST

This request must be turned in not less than 5 school days before student's departure, except in emergency cases.

Liberty Intermediate School

I am requesting that my child be excused for more than 3 school days from

_____ to _____

(Date)

(Date)

Parent/Sponsor's Name

Student's Name _____ Teacher's Name/Grade _____

Purpose of Request: _____

DoDEA policies and guidelines stress the importance of consistent school attendance for a successful school experience. Students need to develop the habit of attending school regularly. Exceptions to this would include family emergencies, medically related concerns, religious holidays, annual leave that is command designated, or school sponsored activities.

*After an **excused** absence, students will be provided with an equivalent number of days to complete critical assignments that were missed during the absence. No grades will be given in a marking period in which a child is absent for 20 or more days. Request for advanced assignments cannot always be granted, but may be provided at the discretion of the administrator.*

I understand DoDEA regulations and school policies related to this request.

(Date)

(Parent/Sponsor's signature)

TEACHER'S COMMENTS:

Please also indicate whether the student is passing (P) or not passing (NP)

Approved / Disapproved _____

Connie Turner, Principal