



**Our Savior Lutheran School**

7910 E. St. Joe Hwy  
Lansing, MI 48917

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www.oursaviorlansing.org

**ADVANCED ABSENCE FORM**

*Fill out & give a copy to the school office*

**School Year**

\_\_\_\_\_

**I / We plan to take our child(ren):**

|       |       |
|-------|-------|
| _____ | _____ |
| Name  | Grade |
| _____ | _____ |
| Name  | Grade |
| _____ | _____ |
| Name  | Grade |
| _____ | _____ |
| Name  | Grade |

**out of school on:** \_\_\_\_\_  
Date(s)

**for the following reason:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Office use only for  
4<sup>th</sup>-8<sup>th</sup> grade students:
- Copies made and  
distributed to:
- \_\_\_\_\_ Hughes (6, 7, 8)
  - \_\_\_\_\_ Conway (6, 7, 8)
  - \_\_\_\_\_ Mews (5-8)
  - \_\_\_\_\_ List (4<sup>th</sup>, 5<sup>th</sup>, and 8<sup>th</sup>)
  - \_\_\_\_\_ Becker (4<sup>th</sup> and 5<sup>th</sup>)
  - \_\_\_\_\_ Horak (5-8)
  - \_\_\_\_\_ Wangelin (8<sup>th</sup>)
  - \_\_\_\_\_ Wright (7<sup>th</sup>)
  - \_\_\_\_\_ Band/Music (all)
  - \_\_\_\_\_ P.E. (all)
  - \_\_\_\_\_ Art (all)
  - \_\_\_\_\_ Absences Log
  - \_\_\_\_\_ Google calendar

Multiple day absences for reasons other than illness or family emergencies should be communicated to all of the student's teachers **a minimum of ten instructional days before the start of the absence** in order to make arrangements for assignments and/or activities the student will miss.

*I understand that the education my child will miss during this time is important and I am responsible for my child's progress.*

\_\_\_\_\_  
Printed Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date