

Reminder about student absence from school for family trips/vacations:

We know that sometimes it is necessary for students to accompany parents on out of area trips or other planned events that cannot be scheduled during school breaks. **For these absences to be considered excused, they must be pre-arranged and pre-approved by the school;**

- Pick up a Pre-Arranged Absence Form in the Attendance Office or on our school website <http://www.lwsd.org/school/ejh/For-Parents/attendance/>
- Parents complete and sign
- Return signed form to Attendance Office for school approval
- Students must make arrangements with teachers for make-up work before they leave – some coursework may not be able to be made up and grades may be affected