

Superintendent/Elementary Principal  
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**Lyle Public School**  
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Secondary Principal  
Jamie Goebel  
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**Pre-Arranged Absence Form**

This form must be completed and returned to the Lyle Public School Office at least 5 (five) school days prior to departure. Incomplete or late forms may result in the absence being marked as unexcused.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Parent/Guardian(s) Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Date(s) of Absence: \_\_\_\_\_ Total number of school days missed: \_\_\_\_\_

Reason & explanation for absence:

- Family Vacation: \_\_\_\_\_
- College Visit (include college name & location): \_\_\_\_\_
- Non-School Related Educational Opportunity: \_\_\_\_\_

*\*\*\*Please note that under no circumstances will students be excused for vacations or college visits occurring on state mandated testing dates. Vacation or college related absences on those dates will be marked as unexcused.*

We have read and understand the conditions listed above.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The student listed above has made prior arrangements with me regarding his/her upcoming absence(s).

Period 1: _____	Teacher Signature: _____
Period 2: _____	Teacher Signature: _____
Period 3: _____	Teacher Signature: _____
Period 4: _____	Teacher Signature: _____
Period 5: _____	Teacher Signature: _____
Period 6: _____	Teacher Signature: _____
Period 7: _____	Teacher Signature: _____

Administrator Signature: \_\_\_\_\_

July 2018

*"Partnering with the community to empower all students to achieve excellence in a global society."*

## Lyle Public School Make-up Assignments

This is developed primarily for middle and high school. Elementary teachers will adapt accordingly to the child's grade and schedule.

Student Name: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

	Assignments & Due Dates
Period 1	
Period 2	
Period 3	
Period 4	
Period 5	
Period 6	
Period 7	