



# LAWRENCE COUNTY CAREER AND TECHNICAL CENTER

750 Phelps Way, New Castle, PA 16101-5099 ♦ 724-658-3583 Fax 724-658-4753 ♦ [www.lcvt.tec.pa.us](http://www.lcvt.tec.pa.us)

## LCCTC Student Absence Form

### Reason for Absence Form

All students returning from an absence must have an explanatory note from their parent/guardian and return it to the **ATTENDANCE OFFICE**.

Parents/guardians are requested to send an explanatory note with students returning to school following an absence listing the following information:

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

Homeroom / Shop: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Date of Absence: \_\_\_\_\_

\_\_\_\_\_

(Parent/Guardian Signature)