



Pike-Lincoln Technical Center
342 VoTech Road
Eolia, MO 63344
573-485-2900
FAX: 573-485-2388
www.pltc.k12.mo.us

Pre-Arranged Absence Request

Must be completed and approved IN ADVANCE by your instructor, high school principal, and PLTC Attendance Counselor.

If you have a previously planned non-school activity that will require you to miss PLTC, you need to fill out this form. The days that you miss will still count towards the seven (7) days per semester that you are allowed before meeting with the attendance committee. This form will be used to help the committee make a decision if required. This form does not excuse you from your sending school.

Student: _____ Home School: _____
Date of Absence : _____ PLTC Program: _____
Reason for absence: _____

Please obtain the following signatures prior to absence.

Home School Principal Signature PLTC Director Signature
Parent Signature Student Signature
PLTC Instructor Signature PLTC Attendance Counselor Signature



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