



Career Preparation Center
1790 East Packard Highway, Charlotte, Michigan 48813

Career Preparation Center
Room M104
Lansing Community College West
Lansing, MI 48917
PH: 517 483-9966 * FAX: 483-9967

Home School _____

Eaton Intermediate School District Career Preparation Center Pre-Authorized Absence for Class Activities

The instructor for the _____ program of EISD requests that
_____ be excused from their home school to participate in Career
(student)
Preparation Center activities on _____ from _____.
(date) (time)

Description of Activity: _____

Teachers: Please sign and indicate whether you approve or not the student's
absence from your class on the date listed above.

**This form must be completed and returned to EISD office two (2) days prior to
the event.**

| Hour/Block | Teacher's signature | Absence Approved | Absence unapproved |
|------------|---------------------|------------------|--------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |

Approved: _____ Date: _____
EISD Career Preparation Center Administrator or designee

Original: Student File

Copy: Teacher file

Copy: Home School