



Request for Absence 2019-2020

Parents who wish to take their children out of school for activities or family events need to fill out this form and return it to the office no later than two weeks prior to the scheduled absence. This form does not apply for medical/dental appointments.

Our school calendar has been specifically designed to offer long weekends for family vacations or other activities. We would recommend that parents do their best to use these times as much as possible, rather than removing their children from school.

Points for parents to consider:

- Teachers will use their discretion to determine what class work will be made up.
- Some work the student misses will not be made up.
- Teachers will set a due date for all missed work to be completed (no more than five days). Work turned in after that date will not be accepted.
- It is the parents' responsibility to make sure that all work sent home, either prior to the absence or afterwards, is completed.

Consider carefully what your child will be missing from school while they are gone, especially how they are progressing. Education happens in a variety of ways in our classrooms, and students miss discussions, explanations, and individualized help when they are away from their classrooms and teachers. If your child struggles in school, missing an extended amount of time can be difficult to overcome for that student. Parents should recognize that their student's grades may be lowered as a direct result of missed instruction.

Please refer to the Attendance Policy listed in the school's Handbook for further clarification and information.

If you have questions or concerns about the length of your planned absence and how it will affect your child's schooling, please contact your child's teacher.

Request for Absence

Student(s): _____

(List all children if more than one will be absent)

Grade(s): _____

Planned absence date(s): _____

Reason for absence: _____

Parent's Signature: _____ Phone #: _____

Please return form to the office at least two weeks prior to the planned absence. Thank you!

For Office Use: Received by: _____ Date received: _____ Parents notified of receipt of form: _____
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