



Teaching Them For Him

Request for Absence

Parents who wish to take their children out of school for planned activities should fill out this form and return it to the office, preferably no later than two weeks prior to the scheduled absence.

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.

For Planned Absences, it's important for parents to be aware of the following. For a complete explanation of our Attendance Policy, refer to the school's current Handbook:

- a. Due to the nature of and flexibility in lesson planning to best meet the needs of the entire classroom, the classroom teacher is under no obligation to provide homework prior to an extended absence and has full discretion on what class work will be given ahead of time and what work will be given once the student returns to class.
- b. Some work the student misses will not be made up. Teachers will use their discretion as to what work will be made up and what work won't be made up.
- c. Teachers will set a due date for all missed work to be completed, but not to exceed five days. Work turned in after that date will not be accepted.
- d. It is the parents' responsibility to make sure that all work sent home, either prior to the absence or afterwards, is completed and returned on time.
- e. A student's grades may be lowered based on their performance as a direct result of missed instruction.
- f. Absences without a "Request for Absence", unless due to illness, will be marked as unexcused and no makeup work will be granted.

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: _____

Parental Signature: _____ Phone #: _____

By signing this form you are indicating that you have read, understand, and agree to its contents.

Please return form to the office preferably 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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