

Notice of Extended Absence from School

Dear Parent/Guardian,

We understand that you plan to remove your child from school for an extended absence (**3 days or longer**). Due to this absence, we request that you read, complete, and return this form prior to the vacation to acknowledge the class time your child will miss.

Notice to the School of Planned Absences

Student Name	Grade Level	Teacher Last Name

Dates of Absence

My student(s) will miss school beginning on _____

and will return to school on _____.

Reason for Absence: _____

Parent Acknowledgement

I have read the school policy in the student handbook and I understand I am having my child miss _____ school days of classroom instruction. I am aware of the following impacts to my child's absence from school:

- My child will miss newly introduced concepts and skills in all academic content areas, library, music, and PE.
- My child will miss activities, projects and classroom experiences that are not possible to make up.
- My child may need extra support at home with assignments upon returning from the absence.
- My child may need to relearn established or learn new classroom policies and procedures.
- Assignments may not be provided in advance of the absence.

Parent/guardian Signature

Date Signed

Parent/guardian Signature

Date Signed

VACATION HOMEWORK POLICY

Family vacations are special times, but we ask that you please consult the school calendar when making your vacation plans. Student achievement and classroom attendance are positively related. We cannot duplicate what happens in the classroom by only making up written work. Often written work is practice or an extension of what is taught and discussed during the lesson in class. Those assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for your student. The student will complete them upon their return, at home with parental assistance. Although every effort will be made to see that your child gains the needed learning, teachers are not required to assemble packets for such absences.

We understand that there is the occasional vacation and/or circumstance that take students out of school, but we ask that you think about the repercussions of students missing this time and instruction in class. When students are not in school they miss valuable instruction. Missed assignments may be provided following the absence for completion with parent support. Teachers are not expected to create additional assignments or remedial instruction for students who miss school as a result of vacation scheduled during school time.