

**PARENTS' NOTIFICATION OF
PLANNED ABSENCE FROM SCHOOL**

Please complete the following form and return it to the School Office in advance of the absence (preferably ten school days in advance). Please note that class and homework assignments must be made up upon return to school. School work WILL NOT be given in advance to complete while absent from school during this time period. This form should be completed for any planned absence of a day or more.

Name(s) of student(s): _____ Grade _____
_____ Grade _____
_____ Grade _____
_____ Grade _____

Dates(s) of absence: _____ to _____

Date student(s) will return to school: _____

Person(s) directing and/or supervising student(s) during this absence:

Name / Address: _____

Reason for Absence: _____

If applicable, itinerary of trip. Include experience which could be educational in nature and will, therefore, provide the child(ren) with some valuable experience outside the classroom.

We have read the school guidelines (on back) and we are aware of the responsibilities which we have assumed or assigned to someone else. We further agree to abide by the stipulations as set forth in the guidelines.

Date: _____

Parent's Signature: _____

GUIDELINES FOR TRAVEL DURING SCHOOL TIME

Dear Parents:

Absences during school time are disruptive to your child's education. Even when specific reading and writing assignments are made up, the classroom presentations, discussions, and interactions can never be duplicated. There is also new material being presented during the time missed work must be completed. Please keep this in mind when planning vacations. Ideally, vacations should be enjoyed while school is out of session.

Parents who must take their children out of school must complete the form on the reverse side of this letter. This completed form should be returned to the school office at least two (2) weeks prior to the absence. In these circumstances it is the parents' responsibility to see that the student receives special instruction in lieu of the lessons missed during the absence. (A fee may be charged if a teacher must provide special services).

Please note the directions given at the top of the absence form. It is the parents' / student's responsibility to request missed class assignments or homework assignments upon the student's return to school. It is up to individual teachers whether they will release your child's assignments before you travel. No assignments will be given in advance unless the Parents' Notification of Planned Absence from School form has been returned to our school office. At the same time, many upper grade students should be aware of standing assignments, such as spelling lists to study or newspaper articles and books to read, that common sense would have them completed, when possible, during the time away from school. Also keep in mind that long term assignments such as research papers or reports that fall due during the anticipated vacation must be **HANDED IN BEFORE THE PLANNED ABSENCE** in order to receive full credit.

In His service,

Christine McLean, Principal