



Extended Absence Approval Form

Today's Date _____

Child(ren)'s Name(s) _____

Homeroom Teacher(s) _____

Dates of Proposed Absence _____

Purpose of Absence _____

Approval Signature _____

Recommendations:

1. Fill out this form at least 2 weeks prior to proposed departure.
2. Upon approval, check with teachers to see if work can be made up or if there is an alternative assignment to be completed. (Due to the large task of creating classwork, it is not always possible to have work "ahead of time". In that event, the work will be made up when possible upon return).

As stated in the parent handbook (p. 17), "Parents are urged to make sure that their students are in school. Family vacations should be planned for times when school is not in session. Medical and dental appointments should be scheduled for times other than school hours. Regular attendance is critical to strong academic performance. Any prolonged absence/tardy (more than two days and not due to illness) must be pre-approved by administration. Make-up work must be arranged with the teacher. However, some classroom work may not be made up and could result in lowering grades. A student, who is consistently absent from school, may be withdrawn from school or prevented from re-enrolling for the subsequent school year by the administration".