



Prearranged Absence Request

As stated in the Parent Handbook, page 5, Vacations -

Parents or guardians are expected to schedule vacations during the summer or on school holidays. If this is not possible parents/guardians must submit a written request to the principal two weeks in advance to request an excused absence. The absence will be considered unexcused if this procedure is not followed. Students approved for a vacation will be expected to complete missing class work after returning. Students will be given one day for each day missed to make up work. The school will not provide class work or assignments in advance.

To: _____
(Child's Teacher)

RE: _____

My child, _____ will be absent from school from _____
(Child's Name) (First day of absence)

until _____. This is a prearranged absence for the purpose of: _____
(Expected return date)

(Reason for the absence)

While we understand the necessity of scheduling vacations around work schedules, we discourage the practice of taking children away from regularly scheduled classroom instruction. Time missed from the classroom cannot be replaced with written work.

Please review the attendance policy in the Parent/Student Handbook pages 4-7.

Principal _____ Date _____

Parent _____ Date _____