## Mission Statement



Faribault Public Schools provides a high-quality and equitable education that nurtures, inspires, challenges, and empowers all students to engage and grow as learners and citizens.

When at all possible, family trips should be planned so as not to interfere with a student's school attendance and education. If this cannot be arranged and students must be absent from school for the purpose of a family trip, prior authorization is needed for the absences to be considered excused.

Student absence requests should be submitted two weeks before the planned absences. The request should be made on this form and submitted to the principal for approval.

It may not be possible for all the missed schoolwork to be prepared ahead of time. Some work may be very difficult to complete outside of the classroom. The teacher(s) will inform you of any homework that needs to be completed during the missed school days. If homework is provided ahead of time, it is expected that the work be completed and turned in when the student returns to school.

I request that	, Grade:	Teacher:	
be excused from attendance at school on the following dat	tes for a family v	acation.	

Dates:	Parent Signature:

To be completed by teacher (please check all that apply)		
District or state testing will occur during requested absence.     Student is likely to maintain progress even with missed days.     Student may struggle with gaps created by missed instruction.		
Student has difficulty whenever a day is missed.		
To be filled out by office.		
Days of Absence:     Current year     Last year       Ex:     Unex:     Ex:     Unex:		
Absence approved Absence approved with reservations due to previous absences. Absence approved with reservations about missed learning. Absence not approved		
Principal's Signature:Date:		

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## **Mission Statement**



Faribault Public Schools provides a high-quality and equitable education that nurtures, inspires, challenges, and empowers all students to engage and grow as learners and citizens.

Dear Parent/Guardian(s)

To assist Faribault Public Schools in making student attendance a continued priority, we have reviewed and updated our student attendance procedures. We wanted to inform you of some of the biggest changes to these procedures. These changes come in an effort to unify attendance procedures in all schools in the district and clarify questions that you may have.

## The biggest changes for you as parent/guardian(s) concern 1) the documentation of elementary morning tardiness, 2) the requiring of doctor's note and 3) vacation approval procedures.

- The elementary schools have changed their procedures so any student coming in before 8:40 am without an excusable reason will be considered tardy. If a student comes in after 8:40 am without an excusable reason will be considered having an unexcused absence. Excusable reasons can be located in the Faribault Public Schools Attendance Policy 503. The procedures at Faribault Middle School and Faribault High School have not changed regarding morning tardy procedures.
- 2. All schools in the Faribault Public Schools may require a doctor's note in order for an absence to be excused after a student has 11 or more absences. We understand that parents are not always able to see their doctor, so the school nurses may also determine if a student should be absent from school and excuse the absence.
- 3. <u>FAMILY VACATIONS -</u> We have made positive changes as to how family vacations will be documented in attendance. We understand that vacations cannot always be planned around school breaks; however, we want to make sure that students are getting the best education possible and parents will be able to enjoy their vacation knowing the attendance is taken care of.

To assist us with doing this, we are asking parents to get vacations and family trips pre-approved by the building administrator.

- a. These forms can be found at the school office and on our school website. We ask that the forms be completed and returned 2 weeks before the vacation.
- b. Vacations which have not had prior approval will be documented as unexcused absences.

We believe these are positive changes for the school district and families. Feel free to call if you have questions (507) 333-6010.

Sincerely,

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Todd Sesker Superintendent Faribault Public Schools

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