

HUGHES ELEMENTARY SCHOOL

Marshall Public Schools

103 W. Hughes Street
Marshall, Michigan 49068
269-781-1275

The Marshall Public Schools Student Handbook/Calendar indicates the following statement:

Attendance - Daily attendance of students who are enrolled in Michigan Public Schools is required in accordance with state law and school board rules. Students will attend regularly scheduled classes unless officially excused.

Marshall Public Schools believe that good attendance is vital to a student's achievement and DO NOT recommend that parents remove students from school for an extended period of time (3 days or more). While we recognize the value of travel, vacation and association with parents, we feel that our school calendar provides several opportunities for these activities, and that absence beyond the time allotted in the calendar may be detrimental to the student. Explanations and class discussion are presented daily which written "make-up" work cannot replace, and time lost from activity classes is impossible to recover. Any extended period of absence may result in a corresponding drop in a student's grade.

TODAY'S DATE _____

STUDENT'S NAME _____

TEACHER'S NAME _____ GRADE _____

DATES OF ABSENCE _____

REASON FOR ABSENCE _____

I have read the above statement and understand fully the effect which an extended absence may have on my child's achievement, understanding and grade. I accept the responsibility for any detrimental effect this absence may have on my child and will do whatever is necessary to minimize this effect and to see that work missed is made up and information missed is acquired.

PARENT'S/GUARDIAN'S SIGNATURE _____

Comments:

Please sign and return this form to the school office **NO LATER THAN** two weeks prior to your anticipated date of absence. If not submitted 2 weeks prior, it then becomes a Parent Explained absence and will count towards truancy. If absence is for medical leave, a doctor's note **MUST** be provided. Thank you.

This request for absence WAS WAS NOT submitted 2 weeks prior for approval.

PRINCIPAL'S SIGNATURE _____ DATE _____