

STRUTHERS ELEMENTARY SCHOOL

EXTENDED STUDENT ABSENCE

Dear Parents/Guardians:

State statute places the responsibility for children being in school with the parent/guardian. Strictly interpreted, it is illegal for students to be out of school for any reason other than personal illness, death in the family, quarantine, detained by parent/guardian for necessary work or a religious holiday. Therefore if you must have your child out of school for reasons other than listed above, it is your responsibility to see they accomplish their work, so when they return they are ready to resume their studies: this is the only way to satisfy the legal requirements.

For students who will be absent under such conditions, the following procedure is to be observed:

1. Complete the bottom of this form and return it to the Elementary School for the Principal's approval TWO WEEKS prior to the absence. A maximum number of 5 days will be excused per the Struthers Elementary School handbook, Item I, letter C, Vacations.
2. The student should make up as much work as possible before leaving. The initiative for securing assignments from teachers rests with the students and parents/guardians. It is then the responsibility of the student to accomplish the work to be covered.
3. Upon return to school, the student must be ready to resume studies with the class and make up work which has not already been completed: no extra time will be allowed to finish work missed.
4. If the absence is to occur at the close of the school year, final grades and promotion are not given until school officially closes. Tests and other work which will form a decisive part of the final grade will be made up during the summer.

TO BE COMPLETED BY THE PARENT/GUARDIAN

Student Name _____ Teacher/Grade _____

Date(s) of Absence _____

Location of Vacation _____

Parent/Guardian Signature _____

Principal's Signature _____

Teacher Signature (please give assignments to this student and sign below.) _____
