

Orland 135
Vacation Letter

Dear Parents,

Our goal as a school is to provide the best education possible for your child. We want all children who are not ill to be present at school each day so they can take full advantage of the curriculum and educational experiences presented by the teachers. As a staff, we notice that classroom lessons and assignments can be adversely affected during prolonged absences.

Please plan vacations, whenever possible, to coincide with the school calendar. However, if it becomes necessary for your child to be absent from school for a vacation, please complete the information below, sign the form and return it to the school office prior to the absence.

Please understand that after these absences, students will be expected to make up assignments and tests that were missed. As per Board Policy on Attendance and Truancy, vacations are considered unexcused absences.

A vacation neither excuses the student from making up all assignments nor requires the teacher to give extra help equivalent to tutoring. Please be aware that it may not be possible to receive class work and/or assignments before the child leaves; however, assignments are to be made up in the manner indicated by the teacher when the child returns. The student must make up all work including tests or examinations given during the absence at a time and place indicated by the teacher. It is the student's responsibility to gather and turn in work.

This completed notice will also notify the secretary not to call your home during the listed days of absence.

Sincerely,

Principal

As the parent/guardian of _____, I am notifying you that my child/children to be absent from school beginning on _____ and ending on _____.

It is necessary to make this trip during school time because:

—

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Parent Signature

Date