

**NORTH CAPE SCHOOL DISTRICT**

**PRE-ARRANGED ABSENCE**

There are occasions when students know they will be absent from school, i.e., deer hunting, family vacations, funerals, etc.

Teachers will cooperate in preparing and providing lessons for these pupils if sufficient time is allowed. We are asking that for family vacations, we have 5 days prior notice. For other pre-arranged absences, 3 days prior to the 1<sup>st</sup> day of absence will allow the teacher adequate time to prepare. Students will then bring back their completed work **the day they return.** For any work that is not handed in, one grade will be deducted per day up to 5 days. In most cases students know far enough in advance that they will be absent, so having the work completed should not be a problem.

Parents, please take time to pre-arrange with the teacher(s) any tests that your child will be missing. If you do not take this time, your child will then be expected to take the tests missed on the day of their return.

\_\_\_\_\_ will be absent from \_\_\_\_\_  
*(Student's Name)* *(1<sup>st</sup> day of absence)*

through \_\_\_\_\_.  
*(Last day of absence)*

He/she will have homework completed upon return to school.

\_\_\_\_\_  
*(Parent's Signature)*

\_\_\_\_\_  
*(Date)*