



Extended Absences Form

Excessive Absences, due to vacations or visits with friends and relatives outside of the scheduled vacation times in the school calendar, are highly discouraged; excessive absence is disruptive to the classroom environment for those students and other students in the classroom. Vacations scheduled during ITBS (in September) or MAPS (3 times per year) testing is highly discouraged.

The principal must approve in advance excessive absence of more than 3 days due to vacation. If approved, parents will receive their students' homework on the last day of attendance before the vacation. Assignments must be turned into the classroom teacher(s) on the day the student returns from vacation to receive full credit; the student must also take any tests missed on the day of return or an agreed date with the teacher. Assignments turned in on the second day of return from vacation or tests taken the 2nd day will result in a 10% deduction from the grade earned; the third day 20% will be deducted. Assignments and tests will not be accepted or taken beyond the third day of return to school from vacation.

All of the missed work may not be able to be given to you on the day the students leave for vacation. It is not always possible to predict the work completed in class ahead of time. If this is the case, the turn-in-time will be adjusted.

Teacher lesson plans should not be manipulated by excessive vacations plans.

(Commission on Education Approved 5/16)

Teacher's Name: _____ Homeroom: _____

Student's Name: _____ will miss school

From: _____ (day/date) To: _____ (day/date)

Return to school date: _____

Reason: _____

Parents Signature: _____

Principal Signature: _____