

APPLICATION FOR EXTENDED ABSENCE, DUE TO VACATION

Steps for completion of this form:

1. Parents complete top part of this form & return to teacher at least 5 days before absence.
2. Teacher will complete bottom of the form and submit it to the principal.
3. A copy of this signed form will be sent home with the student.

VACATION LEAVES DURING ANY PERIOD OF STATE MANDATED TESTING ARE HIGHLY DISCOURAGED. EXTENDED ABSENCE LEAVES ARE LIMITED TO 5 DAYS OF EXCUSED ABSENCE.

Student name: _____

Homeroom Teacher's Name: _____ Grade: _____

Number of absences for the student, to date: _____

Number of days requested for this extended absence: _____

Dates of extended absence: _____ to _____

Destinations:

Points of Interest:

Student Signature

Parent Signature

Date

We believe that "making up" assignments does not constitute the same quality of learning that occurs when a student attends school. While it is possible for the student to receive make-up work, teachers cannot assume responsibility for in-class discussion and material missed while the student was not in attendance.

When students return from their extended absence (vacation), he/she will be given the work they missed and will have the number of days equal to their absence to complete and submit the work they missed. Some teachers may choose to give some (or all) alternate assignments to be completed in lieu of some (or all) of the in-class work, which can be completed during the extended absence. (An example might be writing daily in a journal about the vacation.)

Assignments to be completed during extended absence:

OR _____ All assignments will be given to student upon his/her return to school.

Homeroom Teacher's Signature _____ Date: _____

Principal's Signature _____ Date: _____

Comments: _____
