

Student Absence Notification Form

Terms and conditions for vacation/leave when school is in session:

1. This form must be completed and submitted to the building principal no less than two weeks (14 days) in advance of the beginning date of the vacation/leave.
2. If this is for an absence in excess of five (5) school days it will be considered an extended leave of absence. It is the student's/parents' responsibility to formulate an academic plan to maintain continuity of instruction in all classes. This plan must be given to the building principal in writing when the *Student Absence Notification Form* is submitted.
3. If a book report, research paper, or project is due during the requested vacation time, the student must turn in said assignment/s before leaving.
4. Teachers may be able to provide some of the homework for the absence, but are not required to do so. All work given in advance of vacation/leave is due on the first day of the student's return to school to receive full credit. Assignments turned in late will receive a 10% deduction per day late.

The number of days allowed for make-up work is equal to the number of days missed with a limit of five (5) days being allowed under normal circumstances and as is feasible. If make-up work is not turned in on time, a grade of "0" will be given for that work.

(Detach and submit this portion to the school office.)

Student Name: _____ Grade: _____

Dates of Absence: _____

Reason for Absence (be specific): _____

I have read and agree to the above listed terms and conditions. (Please check and sign below.)

Homework requested in advance.

Parent Signature: _____ Date: _____

Principal Initials: _____

Teacher Initials: _____