

Dear Parent or Guardian

It is the policy of this school that students are present during all scheduled school days. Students who take vacations during school or miss school because of other family or personal matters do so with the full understanding that they are responsible for the course work covered during their absence. Since part of a student's evaluation may include daily contribution and mini-tests, absence from school has a direct effect upon this learning and its subsequent evaluation. Due to the nature of some course work, it is not possible to "make up" the material. We are concerned that missing class time will affect your son's/daughter's progress and grade.

Should you decide to take your son or daughter away from school during school hours your son or daughter is responsible for:

**Understanding teachers are not required to re-teach any material missed.**

**Informing all subject teachers well in advance.**

**Completing all assigned work on the due date.**

**Arranging to write any missed quizzes or tests, if possible.**

Please complete and sign the form on the following page and submit before your child leaves. Your child is to discuss the upcoming absence with each subject teacher and find out if any steps can be taken to minimize the effect of the absence. Upon completion of this form it must be returned to Mrs. Kelly.

Yours sincerely,

Administration

**FORM 4 (PLEASE SUBMIT THIS NOTE BEFORE YOU LEAVE)**

**EXTENDED ABSENCE NOTE**

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

MRS. KELLY

PLEASE EXCUSE MY CHILD \_\_\_\_\_ FOR BEING ABSENT  
(full name)

FROM \_\_\_\_\_ TILL \_\_\_\_\_

REASON \_\_\_\_\_

\_\_\_\_\_  
(Parent's/Guardian's Signature)