



Dear Parent or Guardian:

This letter will clarify the policy of this school regarding absence from regular classes for the purpose of a family vacation.

School personnel do not have the legal authority to give students permission to be absent during school hours for the purpose of taking vacations during the school year. This is a decision that can only be made by a parent/guardian.

It is the policy of this school that students who take vacations during school hours 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; students will receive their assignments when they return. We are concerned that vacations during class time will affect your son's/daughter's progress. **Please note that our Parent/Student Handbook (page 11) states "that students should request their assignments when they return from absences."**

Please complete the information below and sign the form. 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. After each teacher has initialed this form, it should be returned to the school nurse to be recorded and filed.

Sincerely,

Todd Higginbotham, Principal

Teachers: Please record your awareness of this absence by initialing the appropriate space.

Classroom Teacher K - 3 _____ Math _____ Science _____ Religion _____
Soc Studies _____ English _____ Reading/Lit _____ Elective _____ PE _____

PARENTAL PERMISSION

I understand the policy of the school with regard to student attendance and evaluation.

My son/daughter, _____, has my permission to be absent from school for the purpose of a family vacation on the following dates: from _____ to _____, inclusive.

Date

Parent/Guardian Signature