

## Extended Student Absences

Dear Parent or Guardian:

State statute places the responsibility for children being in school with the parent. Strictly interpreted, it is illegal for students to be out of school for any reason other than personal illness, death in the family, quarantine, detained by parent for necessary work or religious holiday. Therefore, if you must have your children out of school for an extended absence, it is your responsibility to see that they accomplish their work so that when they return they are ready to resume their studies.

For students who will be absent for an extended period of time, the following procedure is to be observed:

- A. Complete the form below and return it to the Building Office for approval **BEFORE** the absence is to occur.
- B. The student should make up as much work as possible before leaving. The initiative for securing assignments from teachers rests with the student and parents. It is then the responsibility of the student to accomplish the work.
- C. Upon return to school, the student must be ready to resume studies with the class and make up work which has not been completed already. No extra time will be allowed to finish work missed.
- D. If the absence is to occur at the close of the school year, final grades and promotion are not given until school officially closes. Tests and other work which will form a decisive part of the final grade will be made up during the summer.

**TO BE COMPLETED BY PARENT OR GUARDIAN:**

|                    |        |
|--------------------|--------|
| Student's Name     | Grade  |
| Date of Absence    | Reason |
| Parent's Signature |        |

**TO THE TEACHERS:** Please give assignments to this student and sign below.

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After all teachers have signed, the student is to return this form to the office for the principal's signature. This must be done **BEFORE** the absence takes place.

Principal's Signature \_\_\_\_\_