

# Sanford Regional Technical Center

100 Alumni Boulevard

Sanford, Maine 04073

Phone: (207) 324-2942

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## *Notification of Planned Absence*

As the parent of a Sanford Regional Technical Center student, I recognize that regular attendance at school is vital to my child's educational progress. As stated in the SRTC Attendance Procedure, SRTC requires students to commit to two plus hours per day of instructional time. A day missed at SRTC places twice the deficit on learning opportunities for students compared to a traditional high school class. Our classroom/labs are dynamic and cumulative in nature. Learning activities generated from our project-based lessons are shared with every member of the program at any moment in time. When students are absent from any class they cannot retrieve lost learning opportunities. Make-up assignments fall far short of replicating the classroom/lab experience.

I have discussed with my child that this extended absence may likely have a negative effect on their overall academic progress. I understand that my child's instructor will make an effort to provide work for my student. However, I recognize that it is not the responsibility of the SRTC staff to provide independent tutoring or other remediation for class experiences voluntarily missed while on vacation. **Unless otherwise noted below, all assignments are due on the day the student is scheduled to return to SRTC. Please return this form to SRTC prior to the planned absence.**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

List dates of planned absences \_\_\_\_\_

Reason for absence \_\_\_\_\_

\_\_\_\_\_

### **Assignments to be completed and due date:**

<b>Assignment</b>	<b>Due Date</b>

Please use the reverse side of this form for additional assignments.

Parent Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Instructor Signature \_\_\_\_\_

SRTC Administrator Signature \_\_\_\_\_

Date Received by SRTC \_\_\_\_\_ Date Approved \_\_\_\_\_

*Revised 3/6/13, 12/7/18*