

FAMILY VACATIONS/EXTENDED ABSENCES

The following procedures shall apply to extended absences or family vacations:

1. This form must be completed and signed by a parent or guardian, teachers, and an Assistant Principal, then **returned to the Attendance office prior to the absence.**
2. If requested by the student, parent or guardian; the classroom teacher will provide the student with appropriate assignments prior to the absence.
3. Failure to complete the assignments/tests and/or assessments within the specified time shall result in the issuance of a failing grade for the assignments/tests and/or assessments. (2 weeks)
4. Responsibility for making arrangements to complete the missed assignments/tests and/or assessments shall rest with the student, parent or guardian.
5. **Note: Vacation/Extended absence days are unexcused absences and chargeable to the attendance record.**
6. **Loss of Credit:** Students, parents/guardians are accountable for absences of more than 14 days (7 days for a half year course) (3 days for a marking period course).

ABSENCE REQUEST FORM

Student's Name: _____ Grade: _____

Dates of Absence: _____

Reason for request: _____

Parent/Guardian Signature: _____

*I have reviewed the student's attendance on Genesis prior to signing this form.

Teacher's Name

Teacher's Signature

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

Or

Mr. Covington

Mrs. Rodriguez

REMEMBER TO RETURN THIS COMPLETED FORM TO THE ATTENDANCE OFFICE