

Parent/Guardian Student Notification

Family Trips & Vacation

Form must be submitted to the Building Principal seven (7) Calendar Days prior to the removal of the student from the school term for family vacations. Not to exceed five (5) days absence during any school year for family trips or vacations.

Student Name

Grade & Teacher

Trip Beginning Date: _____

Student Return to School Date: _____

Parent/Guardian Signature

Current Telephone#

Date

Principal Approval*

Principal will provide a copy of Board Policy 5113 & 5151 to the Parent/Guardian.

*Board Policy 5113 – in the opinion of the administrator, such absence will not have an undue adverse effect upon the student.

If a student is absent for twenty (20) consecutive school days and all of said absences are unexcused, or no contact is established with the parent/guardian, the administration shall deem that the student has left school and the principal shall remove the student from the District's regular attendance rolls, upon written notice to the parent/guardian at his/her last known address. A student who has left school and been removed from the District's regular attendance rolls shall be entitled to re-enroll as a student in the District, subject to all of the requirements of applicable law.

If a student cannot finish the school year, parents/guardians must withdraw their child from school. The student's grade at the date of withdrawal will be recorded.

School work and exams can be "made up" if a student's absence is considered excused – Reference Policy No. 5161.

EXCUSED ABSENCES: Personal Illness, Quarantine, Sickness in the Family, Bereavement in the Family, Family Emergency Situation, Medical or Dental Appointments, Religious Holidays or Functions & Five School Days Absence During Any School Year for Family Trips or Vacations

Cc: Student File
Teacher
Building Principal
Parent/Guardian