

Island Park Elementary Pre-Arranged Absence Form

Please turn in to the office 2 weeks prior to planned absence.

STUDENT NAME _____

PARENT NAME _____

TEACHER _____

FIRST DAY STUDENT WILL BE ABSENT _____

DATE STUDENT EXPECTED TO RETURN _____

Family vacations are important for bonding and nurturing a whole child, but too many absences, excused or unexcused, can keep students from succeeding in school and in life. How many are too many? 10% of the school year, that's 18 missed days, or 2 days a month, can knock students off track. Please do what you can to plan family trips during scheduled school breaks. Thanks for your support!

Please read the following and sign below. Return this form to the office as early as possible (preferably 2 weeks at least) prior to your child's absence.

- Children will miss some work and instruction that cannot be made up.
- Teachers will not prepare special homework packets in advance for families to take with them on vacation.
- When appropriate teachers will save work that was handed out during your child's absence. This work can be completed at home after your return.
- Parents should not request that teachers make up work with students.

I HAVE READ, UNDERSTAND AND AGREE TO THE POLICIES DESCRIBED ABOVE.

PARENT SIGNATURE

DATE