

# Waitsfield Elementary School: Planned Absence Request Form

We ask that families make every effort to avoid scheduling a vacation/time away while school is in session. However, we do appreciate that there are instances when such an absence may be necessary or in the best interest of a family. In deciding to take such a time away, families need to consider that the child will be missing instruction, lessons, demonstrations, labs, and other learning activities that are a normal part of the school day, many of which can not be “made up.”

Absences for trips are considered unexcused unless prior approval from the principal is given.

**Student'(s) Name(s):**

**Dates of expected absence:**

**Reason for absence:**

1. I have reviewed the school's policy (F25: Student Attendance) (located on the school website [http://www.wwsu.org/uploads/link\\_groups/10/F25-R%20Policy%20-%20Student%20Attendance.pdf](http://www.wwsu.org/uploads/link_groups/10/F25-R%20Policy%20-%20Student%20Attendance.pdf))

2. Schoolwork may be requested (please contact teachers directly to do so), but we ask this occurs with a minimum of three days notice, except in the case of emergencies. In requesting advance schoolwork for my child, I understand that some assignments may not be available in advance, and some assignments given beforehand may change during the course of instruction.

3. I will provide daily instruction and supervision for the child's work during the time we are away.

4. I understand that the teachers expect the work to be completed upon the child's return, in a manner that reflects high quality, and will evaluate the work turned in. Work not completed on time will be considered late and marked accordingly. As not all work can be completed away from school, I understand that my child may need to complete some make-up work in addition to any completed while away.

5. Superintendent's approval is required for absences of 10 days or longer (the appropriate form for such requests can be found on our school website

[http://www.wwsu.org/uploads/link\\_groups/0/Extended%20Student%20Absence%20Form%20-%20fillable%20\(revised\).pdf](http://www.wwsu.org/uploads/link_groups/0/Extended%20Student%20Absence%20Form%20-%20fillable%20(revised).pdf)

or at the school's main office.)

**Parent signature and date:** \_\_\_\_\_