

PRIOR APPROVAL FORM FOR EXCUSED ABSENCE

Dear Parent(s):

By state law, regular school attendance is the joint responsibility of the parents and school. The school authorities must enforce the law as cited in State Statute 118.15. Parents at the same time have the responsibility to see that regular school attendance is maintained.

We believe it is not possible to compensate totally for learning experiences missed during an extended vacation by completing homework either before or after the absence. We will, however, make reasonable attempts to supplement work missed. Sending advance assignments and classroom materials will be limited and at the discretion of the teacher.

The teacher, upon parent's request, will assist a student's make-up work in the same manner as for regular absences due to illness. Teachers will not be expected to re-teach a class or lesson, but will render individual assistance. Such attempts cannot give your child the full instructional experience they have missed due to being absent from school.

If you are taking your child out of school for an extended period of time, please complete and sign the form below. The completed form should be returned to the school office prior to the absence.

Thank you for your cooperation. If you have any questions, please call the school office.

Sincerely,

District Administrator

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_____ (Student's Name) will be absent from school on the

following dates: _____ for the following reasons:

(Signature of Parent)

(Date)