

EXTENDED ABSENCE NOTIFICATION

(APPROVED FAMILY TRIP FORM)

PLYMOUTH CHRISTIAN ACADEMY, ELEMENTARY DIVISION

Student's Name _____

Grade _____ Vacation Dates ____ / ____ / ____ TO ____ / ____ / ____

Parent/Guardian Signature _____

Name of Student's Teacher _____

Reason for Absence: _____

Principal's Signature _____

Regular attendance in class, participation in school activities and interaction between students and teachers are essential for the learning process. Frequent absences or tardiness from classroom learning experiences disrupt the continuity of the instructional and learning process.

Extended unexcused absences such as travel/vacation/personal plans are strongly discouraged due to the negative impact that such absences have on a child's education.

According to School Policy:

Pre-approved Family Trip

- Parents are asked to schedule vacations during the time provided by the school calendar.
- If additional time is unavoidable, in order to serve the educational needs of the student, an **Extended Absence Notification / Approved Family Trip Form** must be filled out by the parent and be presented to the elementary administrator prior to the intended absence.
- Please note that two week prior notice is necessary for the absence to be excused. **Excused family vacations must be vacations with the immediate family, (parents).**
- After approval has been granted from administration, the parents will be notified.
- Students may be absent for up to six consecutive school days and no more than a total of 10 days per school year for family vacations. Additional days will be considered unexcused absences.
- **The teacher will not be required to prepare homework missed during the Pre-Approved Family Vacation.** The family is responsible to get the work missed when they return and the student will have one day for each day missed to complete and turn in the work. At the direction of the teacher, upon return to school, students are responsible to take tests or submit major assignments that were due during their absence. Tests are to be made up within a 5 day period of time.

Parents/guardians of students who fail to provide notification of student absences will be contacted by the school for an administrative conference to review the student's absences, discuss the effects upon the student, and determine any need for remedial or special instructional assistance.