



Prearranged Absence Form

Mrs. Stacy L. Smith, Principal
Miss Tammy Mazelin, Counselor
Miss Lauren DeWees, Counselor

Dr. Scott Robison
Superintendent

Mrs. Dana Dietz, Assistant Principal
Mrs. Kristen Winters, Secretary/Treasurer
Mrs. Amanda Shipman, Secretary

Dear Parents,

What follows is a reiteration of the school's policy regarding absences for vacation:

Vacations during the school year are strongly discouraged. We feel that each student has a responsibility to be in school unless an illness or a family emergency has occurred. If absences do occur because of vacations, it is the parent's responsibility to report to the school office and sign the vacation form at least two days prior to the day/days absences.

It is the student's responsibility to make up missed schoolwork on his/her own time. Make-up lessons will be assigned **ONLY AFTER** a child returns from vacation. As a general rule, students will have one day for each day's absence in which to complete make-up assignments.

Having decided to remove your child from school for a vacation; please be informed of your responsibilities as stated above and your signature below indicates full acceptance of these responsibilities.

Student's Name

Teacher's Name

Anticipated Dates of Absence

Today's Date

Parent Signature

Parent Phone Number