

Dear Parents,

While we all understand the importance of attendance in school, there are often medical, cultural, and familial reasons that can cause students to miss extended periods of school. While we hope that these instances of extended absence can be minimized, we recognize that they will occur. Communication with your child's teacher in instances such as these is imperative. In an attempt to insure that all students succeed and that each child is given the opportunity to make up class work missed due to extended absences, the following procedures are recommended:

- In instances where a student is sick, and has or will miss more than 3 days of school due to illness, please make sure you contact your child's teacher(s) via email to inform them of the illness, and to schedule a time to pick up work if necessary.
- In instances where a student will be missing school for an extended period of time due to travel, please fill out the Extended Absence Request Form below. **A meeting should be set up with the teacher(s) at least a week before the scheduled travel, whenever possible, to discuss how the student will make up whatever work is missed due to the extended absence.** All efforts should be made to complete the missing work within 1 week of returning to school.

The goal of these procedures is to allow students to take the time they need for illness or family obligations, while minimizing the academic impact of extended absences. With communication and advanced planning, students can easily assimilate back into the classroom after an extended absence, with minimal academic impact.

EXTENDED ABSENCE REQUEST FORM

Student's Name _____

Vacation Dates: _____

Parent/Guardian Signature: _____

Name of Student's Teacher: _____

Reason for Absence: _____

AHOS Signature: _____