

Snowy Range Academy

Notification of Pre-Arranged Absence

We wish to inform the school of the planned absence of (STUDENT NAME/S and GRADE/S)

for the following school day/s _____

Family Vacations

... from the Student/Parent Handbook

“Excused absences shall include approved absences for school-sponsored activities, and approved absences for illness, medical and dental appointments that cannot be held after school, family emergencies, court appearances, and pre-arranged absences as approved by the administration. A doctor’s verification may be required in cases of illness.”

Parents planning to take their children on a trip are requested to notify the principal **at least two weeks prior to the trip**. Trips that cause children to miss class time can be detrimental to a child’s education. It becomes the student’s responsibility to make arrangements with teachers for any missed assignments. Teachers will save the student’s work and present it to the student upon their return. The student will have one day to complete the missed work for each day missed from school.

Students who miss a test during their absence will take the test within two days of their return. In fairness to the teacher’s planning time, no exceptions will be made to this policy. SRA encourages families to consult the school calendar and avoid planning trips during state assessments, as it is not always possible to provide make-up dates for these mandated tests.

A copy of the pre-arranged absence form will be given to the teacher, and any assignments that are ready to give the student prior to the vacation will be enclosed. Teachers are not required to provide make-up work in advance of a pre-arranged absence, but may prepare advance materials for the student as they are able. Please note- we do not provide textbooks to students traveling out of the country, or on extended leaves. **All work received in advance by pre-arrangement is due on the day of the student’s return.**

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|-------------|--------|
| _____ | _____ |
| (Parent) | (Date) |
| _____ | _____ |
| (Principal) | (Date) |