

Dear Parent or Guardian,

By state law, regular school attendance is the joint responsibility of parents and school alike. School authorities must enforce the law as cited in Statute 118.16. At the same time, it is the responsibility of parents to see that regular school attendance is maintained.

We believe it is not possible to compensate 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. Advanced assignments and the sending of classroom materials, etc. will be limited and at the discretion of the teacher.

The teacher upon parent 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/ren out of school for an extended period of time, please complete and sign this form available in the school office. The completed form should be returned to the school office prior to the absence.

Thank you in advance for your understanding and cooperation with regards to this matter. If you have any questions or concerns, please call the school office at 829-9300.

Sincerely,

Todd Mann
Principal

(Name of student) _____ will be absent from school on the
following dates: _____ for the following reasons:

Parent Signature _____ Date _____