

Student Absence Notification Form

Student Name (*Print*): _____ Date Submitted: _____

Grade: _____ Teacher's Name: _____

Date/s of Absence: _____

Reason or Purpose for Absence _____

SCS PROCEDURE AS STATED IN THE PARENT – STUDENT HANDBOOK:

PRE-SCHEDULED FAMILY VACATION

If it is necessary for a family to keep a student from attending school for a family trip or vacation, the following procedure is to be followed:

1. Obtain an Absence Request Form (available in the school offices or under the “parents” tab on the website homepage); complete the form and return it to the office *at least two (2) weeks prior to vacation dates.*
2. It is strongly recommended that vacations not be taken at the end of a grading period, during Achievement Testing week, nor during the final two weeks of the school year.
3. Missed Class Work:
 - a. Elementary: As much work as possible will be given to students the day prior to leaving for vacation. This work is expected to be completed and turned in upon return to class. Parents should bring their student up-to-date on missed instruction.
 - b. Middle and High School: It is the student’s responsibility to contact teachers for make-up work before leaving for vacation. Daily assignments are available to students through the online homework calendar while on vacation. Assignments missed during family trips or vacation must be submitted upon return to school. Missed tests will be given at the discretion of the teacher. Teachers are not responsible to “re-teach” the lessons missed while students are out on family trips or vacations.

Please print Parent's Name

Parent's Signature

******For Administrative Use******

Teacher Response: _____

Teacher's Signature: _____ Date: _____

Administrator's Response: _____

Administrator's Signature: _____ Date: _____

***** ***** ***** ***** ***** ***** *****

COPY: Admin. Mgr.: _____ Appropriate Office: _____ Teacher: _____

DATE: _____