

Holy Family Holy Name School

REQUEST FOR EXTENDED ABSENCE FOR STUDENTS TAKING NON-SCHOOL EDUCATION TRIP OR TOUR WITH FAMILY OR OTHER ADULT SPONSOR

Vacation Trips-- Parents/guardian are asked to plan family vacations during scheduled school breaks. Parents/guardians are also asked not to extend the school's scheduled breaks by leaving early or returning late. *If parents/guardians choose to schedule a trip (three days or more) outside of scheduled breaks, they need to complete, and submit this extended absence form to the principal one week prior to the absence.*

Make-Up Work Due To Extended Absence is the responsibility of the student and parents/guardians. Work is to be completed within five (5) days of the return of the student to school provided an approved request for extended absence is on file in the office. Otherwise, missed work must be completed the day after the student returns to school. Any work not completed by this time will be recorded as incomplete or missing. The faculty will not be responsible for academic failure due to vacation or extended absence.

It is up to the teacher's discretion what, if any, assignments can/should be sent during extended absences. Due to the additional pressure this places on children, these vacations are highly discouraged and those days missed are typically unexcused.

At times circumstances arise in which families may request to have their child absent from school for an extended period of time (3-10 days). Students may be *excused* from school attendance to participate in an educational trip or tour not sponsored by the school when the trip is evaluated by the school administration as educational and if the adult supervision is acceptable to both the school administration and the pupil's parents/guardians.

No trips will be approved during the administration of standardized tests.

1. This form should be submitted to the Principal a minimum of Five (5) school days prior to the trip (except in an emergency). Parents/guardians will be notified if the request is denied.
2. Requests will be approved only if it can be determined that such trip/tour is of educational value to the student.
3. Unless there are unusual or emergency circumstances, such requests may not be approved during examination periods at the middle school level and during the school's MAP Growth testing period.
4. If more than one child in a family will be taking the trip/tour, a separate request for each child shall be submitted to the Principal.
5. *No more than ten (10) school days per student* will be approved for educational trip/tour requests in any school year. (Special requests with unusual circumstances or exceptional opportunities for learning should be discussed personally with the principal *well in advance* of the requested days of absence.)
6. Satisfactory academic achievement will be considered in the approval of such a request.
7. All school work missed during the trip/tour must be made up at the initiation of the student immediately upon returning to school.

Name of Parent/Guardian (print): _____

Parent/Guardian Signature: _____

Date: _____

Student Name and Grade: _____

Are there other children from HFHN who will attend this trip?

_____ Yes

_____ No

Student
Name(s)/Grade(s): _____

Brief description of the trip (include destination and nature of the trip):

Educational value of the trip:

Dates: _____

Pupil to be accompanied by parent or guardian?

_____ Yes

_____ No

If not accompanied by parent will student be accompanied by other adult?

If yes, what is the adult's name? _____

Name of sponsoring organization, if any: _____

STUDENT IS RESPONSIBLE FOR ACQUIRING MISSED WORK

FOR SCHOOL USE ONLY

Absences Total: _____ Principal's Decision: Approved _____ Not Approved _____

Principal's Signature Date