



EAST MAINE SCHOOL DISTRICT 63

Student Absence Request

Student's Name _____ Grade _____

Address _____ Phone Number _____

Parent/Guardian _____

Reason for absence _____

Date(s) of absence _____

Student attendance is critical to academic success. Parents are encouraged to schedule student absences when school is not in session. A parent requesting release time for their children shall communicate, in writing, with the school office. This communication shall include the dates the child will be absent from school as well as the reason for the absence.

Vacations during the school year are discouraged. If students miss school due to vacation, please do not ask the teacher to prepare homework ahead of time for the child to complete on vacation. Teachers base homework assignments on the needs presented by the class, and these often cannot be predicted before the fact. Students who miss school due to vacation will be given reasonable time to make-up the work that the teacher feels is important.

There will be a \$25.00 re-enrollment fee for students who are absent from school for more than ten (10) consecutive school days.

The parent or guardian agrees to take responsibility for any assignments that will be given to the students.

Parent/Guardian Signature

Date

This form, complete with signature, must be returned to the principal's office five (5) school attendance days prior to the planned absence.