

VOGELWEH ELEMENTARY SCHOOL SY 15-16
STUDENT EXCUSED ABSENCE DUE TO UNIQUE FAMILY SITUATION

Families requesting a student absence for reasons other than medical must have a situation that cannot be accommodated during the regular school breaks.

- YES NO My child is in good academic standing.
- YES NO My child attends school regularly.
- YES NO My child will be able to complete work while out of school.
- YES NO I have other children at VES. What grade: K 1st 2nd 3rd 4th
 5th 6th

Expectations, initial next to each statement:

- 1. Provide a written explanation why you need to take your student out of school.
- 2. The student will need to complete all of the work. Requests submitted 5 days before departure will be sent to the teacher for assignments. If work is not taken, the work must be completed upon return.
- 3. I understand that grades may be negatively impacted because of the absence. Not all assignments can be made up as they are completed in class or as a group.
- 4. I will work with my child to complete the missed work within a reasonable amount of time.

STUDENT NAME: GRADE: TEACHER:

Dates of requested school absence: # of school days:

Explanation from parents explaining the reason for the absence:

Signature of Sponsor:

Sponsor E-Mail Address and phone number:

.....
 Excused Absence Unexcused Absence

Principal Notes:

Signature of Principal:

Signature of Counselor:

Signature of Teacher:

Teacher: Has student completed make-up work.: YES NO