

Zion Lutheran School

Marengo, IL 60152

815-568-5156

APPLICATION FOR A PLANNED ABSENCE

Student's name _____ Grade _____

has requested a planned absence beginning _____

and returning to school _____

because of (reason for absence) _____

TEACHERS: Please make a statement concerning the present status of this student and what you believe will be the consequence of an extended absence such as requested.

Subject:

Teacher's Comments:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

This form, complete with the signature of teacher and parent(s), must be returned to the principal **one week** prior to the first day of the absence.

Teacher's Signature _____

Parent(s) Signature(s) _____

Approved Date: _____ Principal's Signature _____

PLANNED ABSENCE DUE TO FAMILY VACATIONS

POLICY:

The Faculty and Staff of Zion Lutheran School believe that:

1. Learning is not solely confined to the classroom. Absence from school for some types of vacations can result in cultural advantages to the students. However, any extended absence from school inevitably leads to an academic loss to the absentee. This loss is much greater with some students than with others, so vacation absences must be treated with attention to the needs of the individual student.
2. Granting permission for a student to be absent for a vacation is the prerogative of the principal. To secure a decision the principal will consult with the teacher or teachers involved. A parent conference may be requested to clarify the matter.
3. Full responsibility for the academic progress during the vacation period is properly assumed by the parents and the student. A lowering of grades and academic rank in class are very real possibilities in case of extended absence from school. This should be clearly understood by the parents.
4. Over the course of the year, from September 1st through June 1st, there are week days in which there are scheduled days with no classes. However, if you sincerely feel that the student should miss more time from school it should be noted that the teacher will in no manner be held responsible for tutoring students absent from school for a vacation. Tests may be made up at the convenience of the teacher. Teachers may upon request give assignments in advance of the expected absence and in this case the assignments are due the day the student returns to school. Work not done may be recorded as 0's (zeroes) in the grade book. Assignments for work missed during the time of absence from school will be given to the student at the convenience of the teacher.

PROCEDURE:

Necessary steps to obtain permission for an absence:

1. A request from the parent or student to be absent from school should be received by the school office at least 1 week prior to the planned absence.
2. The parent should complete the first page of the form and return it with the student.
3. The student presents the form to his/her teacher(s) for signature and comments.
4. The principal will take action on the request. The signature of the principal will constitute approval.
5. The form will then be returned to the parent.