

# Anne E. Moncure Elementary School

## *Pre-Arranged Absentee Request*

Family educational trips or vacations which require a student to be absent from school must be pre-arranged. Families are responsible for securing any and all make-up work from teachers prior to scheduled trips. School personnel encourages parents and students to consider the probable effect of extended absenteeism upon the overall grades for the affected marking period. It is generally understood that good attendance has a direct relationship to educational success. While a student may be allowed to make up missed work, the missed classroom instruction may be difficult to completely recover. Past experience has shown that occasionally students have difficulty with tests when they return from these trips. Additionally, please be aware that extra make-up work may be required upon student return. Thanks again for notifying our school about your upcoming absence.

Regards,

Greg Machi  
Principal

Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Dates of Proposed Trip: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

If you choose to have your son/daughter miss this time, your student will be responsible for completing missed work. Work is due upon return to school.

Parent Signature: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Work will be available by: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

