



For Office Use
Absence Recorded
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HURON VALLEY SCHOOLS
KURTZ ELEMENTARY

PREARRANGED ABSENCE FORM

The Huron Valley Code of Conduct states “children are expected to be in school each and every day unless the child is ill or the family is experiencing a serious family problem... We do not encourage extra vacations during the school year.” Teacher instruction time cannot possibly be replaced by make-up work. New skills and learning processes will be missed.

If you feel that this vacation is necessary and outweighs classroom instruction time, you may request a prearranged absence.

1. This form must be signed and turned in to the office one week before absence..
2. Parents taking their child out of school for a vacation may request general areas that will be covered in the classroom; however, no specific assignments will be made. Tests that are missed will be subject to make-up at the teacher’s discretion.
3. Upon return any missed work should be completed and then submitted to the teacher.

STUDENT’S NAME _____

TEACHER’S NAME _____

DATES OF ABSENCE _____

REASON FOR ABSENCE _____

SIGNATURE OF PARENT/GUARDIAN _____