

**LANDER ELEMENTARY SCHOOL**

**Excused Absence Request**

Dear Parents,

The Board of Education requires all students enrolled at Lander to attend school regularly in accordance with the laws of the State. The District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. According to Board Policy, the only excused absences are for personal illness, death in family, quarantine, detained by a parent for necessary work, and religious holidays.

Students are permitted to go on vacation during the school year without penalty. The purpose of this allowance is to accommodate parents who must take their vacations during the school year and the desire to enjoy that time as a family. Whenever a proposed absence-for-vacation is requested, the request must be made in writing to the Principal and must indicate the reason, length of the absence, and the assurance by the parent or guardian that they will be responsible for their child completing the school assignments missed as indicated by their child's teacher.

Parents are advised that teachers are not required or expected to provide work in advance of their normal preparation. The student may be given approximate assignments and pages to be completed. Important work missed will be provided to students upon their return to school. The length of time permitted for the make-up of assignments will be in direct correlation to the number of days missed. For example, a student that is absent for five days will have five days to complete all of the assignments upon his/her return.

Please complete the request for an excused absence found below if you know your children will be missing school for a vacation, or other similar reasons. To be considered for an excused absence, this form must be completed in advance of the absence.

The District will only approve a student's absence for a vacation when s/he will be in the company of his/her own parent or other family relatives but not other students' parents.

Sincerely,

Felecia M. Evans  
Principal

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**EXCUSED ABSENCE REQUEST**

Student's Name: \_\_\_\_\_

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

Reason for Absence: \_\_\_\_\_

Dates of Absence: \_\_\_\_\_

*I understand that as a parent/guardian, I am responsible for insuring that my child will complete the schoolwork missed as stated above and in the Parent Student Handbook.*

Parent Signature: \_\_\_\_\_ Date of Request: \_\_\_\_\_