Vacation/Planned Absence Notification

Please complete and submit this form to the SIS office for all vacation/planned absences. Specific information regarding attendance and absences is located in our SIS handbook. You can access it on our website: www.sauvieislandschool.org

Vacation/planned absences are unexcused for purposes of determining truancy. If you want your child’s absence to be excused, you must ask the board to make this decision. According to law, the board may only excuse up to 5 days in a 3 month period or 10 days in a 6 month period. Any days in excess of the days the board excuses will be considered unexcused for purposes of determining truancy.

Parents whose students have unexcused absences equal to 8 \(\frac{1}{2}\) days or 4 full days (or the equivalent) in a 4 week period are considered truant and will be notified and may be contacted by the truancy officer.

Parents of students who are absent more than 5 days in 3 months or 10 days in 6 months, even if excused, are considered to have excessive absences and will be notified.

Please provide the following information about the days your child will be missing school.

Student(s) Name(s):_______________________________________________
Dates of planned absences:_________________________________________
Number of school days to be missed:_______
Destination:______________________________________________________
Purpose of Travel:__________________________________________________

☐ Check this box if you want the board to determine whether the absences are excused. You may attach any additional details to this form for the board to consider.

Remember to coordinate with your child's teacher to make up school work, when possible. Our educational program at SIS is centered around a Place-based educational model. This model of learning is very difficult to replicate once missed. Teachers cannot always predict what activities and assignments will occur during a student's absence, however, it is still recommended that a student who has been absent for any reason check with the teacher(s) upon their return for possible make-up work. This also applies to pre-planned absences. Teachers will not be required to provide assignments in advance of planned absences. Failure to make up work provided after an absence within a reasonable amount of time as allowed by the teacher will result in a grade of "incomplete" for the assignment.

Please keep previous absences in mind when planning future vacations.

______________________________________________________________________________

Parent/Guardian Signature                         Date

☐ Approved or ☐ Declined_____ Date : ____________

SIS Board