

Family Trip/Personal Leave

Highland Elementary

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Please return this form to Mrs. Askevold in the office
one week prior to your absence.

Student Name _____ Teacher Name _____

Prior notification is required for trips/leaves of 3 or more school days. Students will be given the opportunity to make up missed work and access missed instruction upon return to school.

During absences, students are encouraged to read nightly, work in online programs such as TenMarks and RAZKids, and (if desired) to write or draw about their experiences.

My child will be absent from (dates) _____ through _____.

Reason for absence (vacation, wedding, etc.):

Parent Signature: _____

Teacher Signature: _____

Principal Signature: _____

For Office Use Only

Attendance received and entered _____

DID YOU KNOW? To have regular attendance students should miss no more than 9 days of school per year, for any reason. Students who miss 18 days of school or more are at a high risk of not meeting grade level learning goals.