

Extended Absence Pre-arrangement Form

Father Deuñas Memorial School
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Father Dueñas Memorial School strongly discourages students from taking extended vacations or otherwise being absent from school for any extended period of time. An extended absence has an impact on both learning and assessment. While working ahead on assignments will help reduce the impact of absences, the student will still miss the daily benefit of classroom instruction, and some learning outcomes can be difficult to meet without participation in class. Therefore, it is reasonable to expect that a student taking an extended absence may earn lower grades than had he not been absent.

FD does recognize that occasions arise where absences are necessary. In these cases, the school asks the parents and students to understand that teachers cannot, in all cases, re-teach lessons, nor provide make-up assignments sufficient to cover all the material that will be missed.

Because of the complex nature of coordinating the make-up work of an extended absence, this form is intended to facilitate clear communication between the student, parents and teachers. There are three basic steps to the pre-arrangement extended absence process.

Step 1: Parents and student, please provide the following information and sign in the appropriate boxes after reading the agreement statement.

Student Name:		Today's Date:	
Parents Names:		Grade:	
First Day Absent:	Last Day Absent:	Total School Days Absent:	
Reason for Extended Absence <i>(Please attach documentation if available):</i>			

By signing below, I (parent/student) acknowledge and agree to the following:

1. I acknowledge that although the student can make-up assignments, the benefit of a knowledgeable teacher leading a class discussion cannot be replaced.
2. I will be prepared to ensure that the education of my student continues during the proposed vacation or trip.
3. Although teachers work within the guidelines of lesson plans, I acknowledge that a teacher may change the lesson if the need arises.
4. At my student's request and follow-through, his teacher(s) may give him assignments to complete during the extended absence but I understand that the teacher might add, change, and/or remove assignments during the extended absence.
5. It is my responsibility to check the teacher regularly during the extended absence to determine if any assignments have been added, changed, and/or removed.
6. Assignments that are given before the extended absence will be due on the first day the student is back in class or as determined by the teacher. The due date for all other make-up assignments and tests will also be determined by the teacher. If the student completes all work in the allotted time, he will be given full credit for the work.

Parent's Signature:	Student's Signature:
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Step 2: Please present this form to the principal or vice principal for approval. The signature below acknowledges the above mentioned extended absence as excused by the administration of Father Dueñas Memorial School.

Administrator's Signature

Date

Step 3:

Student: Please present completed form to all your teachers for review and signature. Be sure you clearly understand your teachers' instruction regarding missed assignments and tests. Write down all of your teacher's instructions. After your teachers have signed, please deliver this form to the main office at least 5 days prior to your first absence.

Teachers: Please assist the above student by identifying the best way he can learn the missed content of your course during his absence. Additionally, please ensure he understands how you will assess his make-up work. Please sign this form below. Your signature indicates your knowledge of his pending absence.

1.	5.
2.	6.
3.	7.
4.	