



**Absences (Pre-excused)** – The Board of Education does not endorse or support students missing school. According to state statute, a student who is excused in writing from his/her parent may not have pre-excused absences which exceed the total of ten days per school year. If parents/guardians want their children to miss school, the following procedure must be followed:

- The parents/guardian must call the school that their child attends at least one week prior to the date of absence.
- To be excused, the student must pick up a permission form from the Fairview Office, which will be signed by his/her teachers before he/she is excused to go on vacation. The teacher signed form must be returned to the Fairview Office at least two days prior to the absence.
- Students must make up all work that was missed because of vacation.
- Any student, who misses school to go on vacation, cannot practice or participate in any extra-curricular activity on the day or evening that was missed for vacation.

\_\_\_\_\_, will be on vacation and absent from school from  
student's name

\_\_\_\_\_ to \_\_\_\_\_  
date date

I have spoken with the student and their family about assignments/work that will be missed and together we have developed a plan for ensuring that they are completed.

\_\_\_\_\_  
teacher's signature

\_\_\_\_\_  
date