



# Student Planned Absence Form

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While recognizing the potential educational advantages of travel, we ask parents to carefully consider the pros and cons of scheduling family vacations or time away from school while school is in session. There is no substitute for being in school, and it is not possible to repeat the same experience if your child is not present. At the same time, we also understand that there are once-in-a-lifetime opportunities that arise as well as learning opportunities and important family experiences that can come with travel. We know each opportunity is unique, and that's why we leave these decisions to parent discretion.

In the event that school time – more than one day – will be used for family travel, parents have the responsibility to contact the Principal first, and then let the teachers know at least two weeks in advance of the dates for the student's planned absence. This notification to the principal should be done using this "Student Planned Absence Form."

Please be advised that even when we know ahead of time that a child will be gone from school, it is not possible to recreate the entire classroom day, the assignments, and the activities for them. Your child will miss significant learning activities while he/she is gone. While we are not able to replicate the in-class learning, we will work with families to provide the opportunity for some learning and practice to be done at home, either before or after the travel.

If a child misses more than one third of a quarter or if the teacher feels that absences will not allow him/her to offer a fair assessment of student learning progress and achievement during the quarter, a child's report card may not have evaluations for all subject areas. A note will be included with the report card explaining why there was no evaluation. An evaluation will be offered during the next quarter. We request that families **avoid scheduling travel during school testing windows**. Please check the calendar for these dates. It is very important for the students to be in school during that time unless they are ill or there's a family emergency.

*To notify the school of a planned absence longer than one school day,  
please return this form to the school office two weeks prior to the time away.*

Student Name(s): \_\_\_\_\_ Class \_\_\_\_\_

Dates of Planned Travel: \_\_\_\_\_ Total Number of School Days to Be Missed: \_\_\_\_\_

Explanation of Travel: \_\_\_\_\_

Is Travel International? \_\_\_\_\_ (if yes, please fill out the additional information for international travel)

*I have read the school's statement on travel and time away from school and will work with my child's classroom teacher to best determine how my student might be able to learn the items taught while away from school.*

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

# Additional Information for International Travel

Student Name(s): \_\_\_\_\_ Class \_\_\_\_\_

What country(ies) will you be visiting? \_\_\_\_\_

What date will you return to the United States? \_\_\_\_\_

Is your child fully vaccinated for Covid-19? \_\_\_\_\_

\*If your child is vaccinated, please provide a copy of their vaccine card with this planned absence form.

\*\*The office will contact you if there are quarantines, testing, or other restrictions required prior to returning to school.