Pre-approved Extended Absence Request Form
Dieringer School District

It is vital that students attend school when they are healthy and school is in session. Missing school places a hardship on students as well as teachers. In most cases, the instruction and experiences that are missed cannot be recreated, and by not being present in class to hear teacher explanations and answers to questions posed by others, it is difficult for many students to understand the new concepts that were introduced while they were gone. Additionally, students missing school must make up missed work while at the same time completing new work that is assigned upon their return. Even the most capable student suffers when this occurs.

Teachers are impacted when they are asked to develop alternate lessons, get students back up to speed by explaining what was missed and work individually to ensure that gaps in learning have been closed. Correcting late work takes time away from teachers that could be otherwise used for assisting other students, planning new lessons or simply being with their own families.

Our staff realizes that there are times when absences cannot be helped. It is certainly understood that the death of a relative or another type of family emergency are good examples of situations calling for missing school.

However, family vacations that are taken when school is in session fall into a different category. They are highly discouraged, have a negative impact on student achievement and should be avoided. Approval for an excused extended absence (more than 3 days) of this type will require meeting specific criteria including pre-approval from the building principal per DSD Policy 3122.

These criteria include parents understanding and agreeing that:

- This Pre-Approval Request for Extended Absence form must be completed and submitted to the building principal **at least one week in advance** of the absence.
- **As with all work missed due to an absence, teachers will determine which assignments are to be made up and will provide those assignments upon the student's return.** Students may also check teacher websites for course syllabus and associated assignments
- Students will have 5 school days to make up all work.
- Approval for an excused absence does not guarantee protection from gaps in learning and/or earning a lower grade. It is up to the student to make up missing work within the timeline above, and other factors such as lower test scores may ultimately negatively affect a student's overall performance and/or grade.
- The building principal may decline to excuse an absence based on the academic standing, prior attendance and/or potential negative educational impact to that child. Parents that elect to remove a student from school under these circumstances assume all academic risk.

I understand and agree to follow the above requirements and therefore request that my child be approved for an Excused Extended Absence from __________________________ School. The dates of the absence will be from ________________ to ________________.

____________________________	______	_______________________________	______________
Student Name (please print)	Grade	Parent Signature	Date

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Teacher	Reason for Absence

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(Office Use Only)

_______	________	_______	______	Comments:
Academic Perform	Prior Days Absent	Approved	Not Recommended	

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Principal Signature	Date