

Nerstrand Elementary School Policy #504.5
Independent Charter School District #4055
Adopted:

504.5 FAMILY VACATION POLICY AND REQUEST FORM

We have made positive changes as to how family vacations will be documented in attendance. We understand that vacations cannot always be planned around school breaks; however, we want to make sure that students are getting the best education possible and parents will be able to enjoy their vacation knowing the attendance is taken care of.

To assist us with doing this, we are asking parents to get vacations and family trips pre-approved by the Director.

- a. These forms can be found at the school office and on our school website. We ask that the forms be completed and returned 2 weeks before the vacation.
- b. Vacations which have not had prior approval will be documented as unexcused absences.

The Family Vacation Request Form is attached as a part of this policy.

Mission Statement

Nerstrand Elementary School will empower students to be self-directed lifelong learners by providing a nurturing multi-age environment which fosters cooperation and character development.

Family Vacation Request Form

When at all possible, family trips should be planned so as not to interfere with a student's school attendance and education. If this cannot be arranged and students must be absent from school for the purpose of a family trip, prior authorization is needed for the absences to be considered excused.

Student absence requests should be submitted two weeks before the planned absences. The request should be made on this form and submitted to the Director for approval.

It may not be possible for all the missed schoolwork to be prepared ahead of time. Some work may be very difficult to complete outside of the classroom. The teacher(s) will inform you of any homework that needs to be completed during the missed school days. If homework is provided ahead of time, it is expected that the work be completed and turned in when the student returns to school.

I request that _____ Grade _____ Teacher _____
be excused from attendance at school on the following dates for a family vacation.

Dates: _____ Parent Signature: _____

To be completed by teacher (please check all that apply)

- _____ District or state testing will occur during requested absence.
- _____ Student is likely to maintain progress even with missed days.
- _____ Student may struggle with gaps created by missed instruction.
- _____ Student has difficulty whenever a day is missed.

To be filled out by office

Days of Absence: Current Year Last Year
 Ex: _____ Unex: _____ Ex: _____ Unex: _____

- _____ Absence approved
- _____ Absence approved with reservations due to previous absences
- _____ Absence approved with reservations about missed learning
- _____ Absence not approved

Director's Signature _____ Date _____