

# Family Vacation Absence Form

Pursuant to Diocesan policy 4040, certain school absences are determined to be unexcused absences. School absence related to a family vacation is one of the school absences determined to be an unexcused absence.

Queen of Peace School has established the following policy related to the student absence for family vacations: "If a child is to receive make-up work for an absence due to a family vacation, a parent/guardian must notify the school one week in advance of the absence to request make-up work. No school work will be provided in advance of the absence. For family vacations of one to two school days, a student will have one school day in which to complete the make-up work; for family vacations extending three to five school days, a student will have three school days to complete the make-up work; for family vacations in excess of five school days, a student will have five school days in which to complete the make-up work. In no case will the number of days to complete make-up work extend beyond five school days."

My child, \_\_\_\_\_  
(Student Name) (Grade)

will be absent from school for a family vacation from \_\_\_\_\_ to \_\_\_\_\_

- I recognize that this absence from school is an unexcused absence as defined by Indiana statute and Diocesan Policy.
- I understand that the classroom teacher is unable to replicate the instructional experiences that are missed during my child's absence.
- I understand that make-up work that is required to be completed accounts only for the practice application of skills taught during my child's absence.
- Make-up work will be given to my child (if a kindergarten through fifth grade students) upon return to school and that the work is expected to be completed within the time guidelines identified in the policy above.
- If my child is a middle school student (6-8), I understand that s/he is expected to obtain the make-up work from each teacher that the work is to be completed within the time guidelines identified in the policy above.

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

\_\_\_\_\_  
Date