

WEAVERTOWN MENNONITE SCHOOL

PARENT REQUEST FORM

Since it is important for all students to be in the classroom as much as possible, we recommend that families plan vacations during the summer or Christmas break. While there is no perfect solution for an absentee policy, the best solution is for parents to understand the importance of their child being at school, striving for perfect attendance. Because absences become stressful for the teacher and the student due to work being done out of sequence, please avoid absences near the end of any school quarter. Prayer is strongly encouraged before making a decision on removing any student from the classroom.

Excused Absence Procedure and Requirements:

1. Except in emergency situations, the Teacher and/or Administrator will need to be notified and given a completed absence request form **at least one week prior** to the desired absence.
2. Your request for an excused absence will be considered by the principal, your child's teacher, and the secretary. Even though no absence request is guaranteed to be excused, a decision is made using the following criteria. Three days are usually excused per year per student, without careful examination of the purpose of the absence. If additional days are requested, more careful consideration is given to the purpose of the request. Mission trips are given higher consideration than family trips.
Annual absence habits are discouraged.
3. **Communication with the teacher is required**, so that the students and parents know what is expected and when their work must be completed.
4. Emergencies such as funerals, illnesses, extreme weather conditions, etc., are excused because they usually cannot be avoided. Non-emergency appointments, such as dental checkups or doctor visits during school hours should be avoided if possible. These types of appointments will still be excused and considered as emergencies.
5. As compensation for the extra work load caused by absences that are not emergencies, the parents are responsible to pay a fee of \$20.00 per student per day after the allowed three days.

DATE SUBMITTED _____

PARENT'S NAME _____

PHONE _____

STUDENT NAME _____

GRADE _____

DATE OF PLANNED ABSENCE _____

DESTINATION OF TRIP _____

REASON FOR TRIP _____

PARENT CHECKLIST

- _____ 1) Are you able to return this form to the office **one week** before planned absence?
- _____ 2) Has student had 5 or more parent requested days off previously?
- _____ 3) Is trip less than 5 school days?
- _____ 4) Have you checked with the student's teacher to see if there are major tests, field trips, or projects planned during student's absence?
- _____ 5) Is student academically able to work ahead and/or make up work?
- _____ 6) Did you fill out a parent request form for each of your students taking the trip?

SCHOOL USE ONLY

Date Received By Teacher _____ Teacher Signature _____

Date Received By Principal _____ Principal Signature _____

Has student had previous parent request days or unexcused absences? yes _____ no _____

If yes, how many? Parent request days _____ unexcused days _____ Total _____