Monona Grove School District

"Promoting Excellence for Global Opportunities"

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PRE-ARRANGED EXTENDED ABSENCE

*Student Name*_____*Teacher*_____

*Dates of Absence*_____

*Reason for Absence*_____

Please complete and return this form at least 2 weeks prior to your scheduled trip. The teacher will decide whether homework will be done before or after the vacation. Every effort will be made to provide your child with the missed work that includes new concepts presented during their absence. Although there may be some work to do while away from school during this pre-arranged absence, we believe that the best way to provide for missed work is to give it to your child following his/her return. Please understand that there may be some learning experiences that occur which your child will not be able to make up at home. Your child's teacher will decide which assignments need to be completed in order to learn the skills and concepts taught during their absence.

School attendance laws of the State of Wisconsin require that children must attend school regularly. By state law, regular school attendance is the joint responsibility of the parents and the school. School authorities must enforce the law as cited in Wisconsin Statute 118. 15. Parents, at the same time, have the responsibility to see that regular school attendance is maintained.

Parents will be notified if their child has been absent or tardy an excessive number of times. Please note School Board Rule 431, *"Student Attendance Guidelines and Procedures".* This rule notes that ten (10) or more absences can warrant truancy. If your child exceeds the 10 day limit, you will be notified by letter and a physician's excuse will be required for any absence over this limit.

*Parent/Guardian Signature*_____*Date*_____

*Teacher Signature*_____*Date*_____

*Principal Signature*_____*Date*_____