

Perry Hill Elementary School

PERSONAL AND FAMILY VACATION PRE-ARRANGEMENT FORM

NACS does not encourage students to miss the classroom instruction or assignments, but will work with the families to limit hardships on the students.

- Any vacation days are considered “undocumented” as per the new NACS attendance procedures (see the back side of this form). Students are only allowed to have **7 undocumented** days of absence per year before attendance interventions begin. After the 15th undocumented absence a referral to the juvenile justice system (SOCAP) will occur.
- Parents must notify the school with this pre-arrangement form at least **2 weeks** prior to departure.
- Teachers will not prepare homework packets in advance for families to take with them on vacation. The child will be given all appropriate assignments and tests when they return from the absence. All missed assignments and tests must be completed within five (5) school days of the return from the absence. Long term projects and test scores will be counted in assessing the material the student missed. Please know that children will miss some work that cannot be made up.
- Please check with your child’s teacher for scheduled State testing dates for their classroom. Do not miss these days.

This form needs to be completed for each student attending Perry Hill Elementary School.

STUDENT NAME: _____

TEACHER: _____ GRADE: _____

PARENT NAME: _____ PHONE NUMBER: _____

TOTAL NUMBER OF DAYS REQUESTED: _____

BEGINNING DATE OF ABSENCE: _____ RETURNING DATE TO SCHOOL: _____

REASON FOR ABSENCE: CHECK ONE BOX BELOW

PERSONAL FAMILY MATTER (PLEASE EXPLAIN) _____

FAMILY VACATION (PLEASE EXPLAIN) _____

I have read and understand the conditions listed above & understand the district’s attendance policy.

STUDENT SIGNATURE: _____ DATE: _____

PARENT SIGNATURE: _____ DATE: _____

DATE RECEIVED IN OFFICE: _____ TOTAL UNDOCUMENTED ABSENCES TO DATE: _____

PRINCIPAL SIGNATURE: _____ DATE: _____