

# **ABSENCE / VACATION FORM**

## **ST. JOHN EVANGELIST SCHOOL ST. JOHN, INDIANA**

Dear \_\_\_\_\_,

According to Indiana State Law a child is required to be in attendance at school while it is in session except for emergencies. If you are taking your child (children) out of school during regularly scheduled school time you are responsible for this failure to abide by Indiana statute.

Further, you are responsible for seeing that arrangements are made with the teacher concerning the work that will have been missed. It is the policy of the school that no assignments will be given in advance for students leaving for non-emergency reasons. The Parent Handbook states that this form must be completed and returned back to school one week (7 calendar days) prior to leaving. Students whose parents do not complete the form or who do not submit the form seven days prior to leaving will be given an unexcused absence and will not be permitted to make up work.

My responsibility is to inform you of the law and your obligation. Please complete this form and sign below to acknowledge that you have received this communication. Return the form to the school office 7 days prior to the absence.

Sincerely,

Mrs. Katie Fredericksen  
Principal

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Please refer to the Absence/Vacation section of the Parent Handbook for the school policy.

I will be taking my child (children) out of school for the days of

\_\_\_\_\_ through \_\_\_\_\_.

Reason for absence: \_\_\_\_\_

Name of child (children) \_\_\_\_\_

Grade(s) \_\_\_\_\_

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

Date \_\_\_\_\_