



# EXTENDED ABSENCE FORM FOR FAMILY TRIP OR VACATION

Fayetteville Public Schools understands that circumstances may occur to make it necessary for a student to miss more than 3 consecutive days. Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their development. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction, which results in higher student achievement. Even excusable absences may have a negative impact upon academic performance; therefore, the principal may decide not to excuse an absence in light of the district's duty to enforce the compulsory education laws and encourage academic progress (Policy 5.3). It is vital that students attend school when they are healthy and school is in session. Students missing school must make up missed work while at the same time completing new work that is assigned upon return (Policy 5.8).

Student absences due to family vacations and trips may be considered unexcused. Family trips and vacation requests shall be reviewed by the principal in accordance with the following rules:

1. The parent shall submit a written request, in advance, stating that the vacation or trip cannot be taken at another time (this form).
2. Only one such trip or vacation per family, per year, can be requested.
3. No more than 5 consecutive days of absence shall occur, except in extenuating circumstances as determined by the Superintendent or designee.
4. No such trips shall be taken during the last two weeks of the semester, except in extenuating circumstances as determined by the Superintendent or designee. Students will not be allowed to take their final exams early. It is the student's responsibility to complete makeup work following any absences. Full credit can be earned as long as the work is turned in within the allotted time. A teacher may ask for a reading log, journal, or a writing activity to demonstrate learning that occurred on a trip.

*Attendance in school is monitored by the Arkansas Department of Education for each district and campus. Compulsory attendance laws apply to all students enrolled in Arkansas schools. Parents and students may reference the FPS Parent Handbook for more information.*

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Dates the student will be absent from school for trip or vacation: \_\_\_\_\_

Is this the first request for trip or vacation that you have requested this school year? \_\_\_\_ Yes \_\_\_\_ No

Reason for absence (please include the reason this trip cannot be taken at another time— can use back of form):

Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
_____	_____
Principal's Signature	Date