



Glacier Park Elementary School
 Chris Thomas, Principal
 Nancy Stewart, Dean of Students
 Radie Haytack, Building Manager

**Glacier Park Elementary School
 Pre-Arranged Absence Form**

This form is to be filled out and turned in to the school office if a child is going to miss three or more days of school.

Name of Student	Dates of Absences
Grade	Teacher
Student's Home Phone #	Reason for absence
# of missed school days	

Glacier Park has an integrated curriculum that uses trade books, literature sets, and active processing learning instead of textbooks. Our experience verifies that this type of curriculum is best for students and it is difficult for a teacher to assign homework over an extended period of time. We do ask your child to complete the following homework when numerous school days are missed due to family vacations:

- Math journal pages as indicated by your child's teacher.
- Reading time each day as indicated by your child's teacher.
- Writing in a journal each day.
- Any additional homework that may be assigned by your child's teacher.

When you travel you are giving your child something that the school cannot recreate, and we encourage you to capitalize on these experiences by having your child record daily experiences. Kindergarten children can keep a journal of drawing and words whereas students in other grades can describe events and sights of the day.

Parents,

Your request will be reviewed by staff. Absences may be considered as "unexcused" if your child's record reflects a pattern of excessive absences. Pre-arranged absences and vacations are included in the 20% calculation which is tracked monthly in our office. If a student is absent or tardy in excess of 20% in one month, parents will receive notification from the school. Absence concerns may be referred to the Family Advocate or to the Truancy Board. (*Please see student handbook in the planner for more information re: attendance.)

Please read and sign the form below prior to your child's extended absence. Thank you.

I am aware that my student's progress may be negatively impacted by this extended absence. I also understand that as a result of this extended absence, school personnel may recommend summer school or other academic support for my child.

Parent's Signature	Date of Request
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Glacier Park Staff Use Only

_____ Excused Absence _____ Unexcused Absence

Reason for Unexcused: _____

Staff Signature _____

***Attendance attached*