



ANANSI CHARTER SCHOOL

PO Box 1709
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El Prado, NM 87529-1709
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Request for Extended Absence

Student: _____ Date: _____

Extended Absence Policy:

Notification of extended absences will be at least two weeks in advance. The homework should be picked up one (1) week prior to the vacation or planned absence(s) at a scheduled meeting with the teacher. The student will be required to keep a daily travel journal in addition to assignments given by the teacher. The parent/guardian should present this signed request form to the Director. Absences are often detrimental to student achievement, even when make-up privileges are allowed. Therefore, parents need to be aware of potential negative effects these absences may have, particularly in classes where the student's current status is marginal. Within one week of return, parents must meet with teachers to ascertain if the student has completed the scheduled assignment and has not fallen behind on any work; and the student and parent/guardian will provide a brief presentation to the student's class regarding the learning from the travel. Parents/Guardians are considered responsible for meeting the student's outcomes.

Any exceptions to the Extended Absence Policy must be approved by the Director.

Parent Request for Homework:

I have read and understand the above Extended Absence Policy and would like to request that my son/daughter, be absent from school from _____ to _____ for the following reason:

(Please attach a list of educational activities that will be experienced):

Parent/Guardian Signature

Date

Teacher Signature

Date

Performing at grade level: Yes _____ No _____

Total Absences to Date: _____

Director Signature

Date

Request Approved: Yes _____ No _____