

Alpine Elementary
IB World School - International Baccalaureate PYP
 2005 Alpine Street
 Longmont, Colorado 80504
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Alpine Elementary Vacation/Absence Consideration

Family vacations are encouraged to be taken on non-school days. In unique circumstances, the school will approve vacations and extended absences during the school year.

According to School Board Policy, vacations must be pre-arranged with the school principal to be considered for an excused absence. **However, vacations are not automatically excused. If a student has poor attendance or poor academic performance, the administrator may deny excused absences for vacation purposes.** Additionally, Alpine's practice is to ask for Doctor's notes to excuse absences beyond 10, even if the prior 10 absences are excused.

Please complete the following form and return it to our attendance clerk at least one week before the start of the vacation.

Part 1: Parents:	Name of Student: _____
Grade: _____	Teacher: _____
Dates of absence: _____ to _____	
Reason for absence: _____	
What is the plan for the child to make up work missed during the absence? _____	
Contact Phone/Email: _____ Signature: _____	

Part 2: Administrator - Office Use Only

	Less Likely to be Excused	More Likely to be Excused
Attendance Record	The student has been chronically absent (attended 89% days of school or fewer)	The student has regular attendance (attended 90% of school days or more)
Academic Performance	The student is performing below grade-level academically	The student is performing at or above grade level academically
Plan for Absence	Parents have not spoken with the teacher about a plan for make-up work	Parents have spoken with the teacher about a plan for make-up work

Date Received:	Administrator's Signature:	Excused	Dr. Notes Required to Excuse Future Absences	Un-excused	Date Parent/s Notified:
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Tardies	Absences		Left Early
	Exc:	Unexc:	

Comments:
