Vacations outside of scheduled school breaks are often unavoidable, but without appropriate preparation they have the potential to cause hardships for students upon their return. We can best facilitate an extended absence if the following steps are taken:

* Parents inform the office, via email or phone call, of the dates of the absence, preferably two weeks in advance.
* Students meet with their teachers to discuss material that will be missed. Teachers use their professional judgment regarding assignments, labs and tests to be completed upon the students return.

**Student Name: Grade:**

**Dates of Absence:**

|  |  |
| --- | --- |
| Teacher /Course | Teacher expectation for material completion |
| Block 1 |  |
| Block 2 |  |
| Block 3 |  |
| Block 4 |  |

*Please sign below and return this form to the Salisbury Main Office.*

**Student’s Signature: Date:**

**Parent/Guardian Name:**

**Parent/Guardian Signature: Date:**

**Administrator’s Signature: Date:**