

Butterfield Canyon Elementary

Vacation Credit Form Student Attendance

Pre-approved* education/vacation leave has been established as a valid excuse by the Board of Education. A student may be allowed up to a **maximum of ten (10) days** (with no minimum requirement) for education/vacation leave if **prior** arrangements have been made with the school for the student to make up his/her homework. Make-up work and timelines should follow each individual teacher's disclosure statement or the school's code of conduct.

However, activities, discussions, simulations and presentations take place every day and cannot be duplicated, even by after-school instruction or make-up work. Therefore, grades may be adversely affected by taking a leave, even though written assignments are turned in as required. This absence, although continued on school records, will be considered "excused," *it is the student's responsibility to request and complete the make-up work as assigned per each individual teacher.*

This procedure allows students to have the educational experience of travel with a minimum of scholastic penalty; however, it does disqualify students for receipt of any awards associated with attendance (i.e., 100% attendance award, etc.)

Parent and/or Guardian please complete and **hand into office** directly.

Student's Grade: _____ Teacher: _____

Student's Name: _____

Reason for Absence:

Dates of Absence:

(Please list individually-ex. 9/23,9/24 etc.)

** Pre-approved refers to this form being handed in a minimum of 1 day prior to the date of education/vacation leave.*

-----Office Use Only-----

Date completed form Student Name

Received in office: _____