



HORACE MITCHELL PRIMARY SCHOOL
7 MITCHELL SCHOOL LANE
 KITTERY POINT, MAINE 03905



Allison Gamache, Principal
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VACATION APPROVAL REQUEST FORM

Date of request: _____.

In order for an absence to be excused, a request is required to be processed by Ms. Gamache 1 week in advance.

Student Name: _____ Grade: _____

Teacher Name: _____

Dates of Absence: From: _____ To: _____

Reason for Absence: _____

It is difficult for teachers to keep up with all requests for homework when students leave for a vacation while classes are in session. We do not require teachers to provide make-up work for students on vacation.

Instead, students are asked to do the following:

- Read (or be read to for younger students) for at least 1/2 hour per day. Have them report to you orally about the book they are reading and keep a log.
- Keep a daily journal of events during the vacation. They should write for up to 30 minutes per day depending on the skill and grade level of the student.
- Give practical math problems as situations arise during the trip (for example, "How much will it cost for our family of four if tickets for Disneyland cost \$25.00 per person?").
- Make or buy flash cards to practice math facts daily.

Teachers have the option of having students complete assignments they miss during their absence when they return to school.

I have read and understand the above information and the back of this form.

Parent Signature Date: _____

Approved:
 Yes _____
 No _____

Administrator Signature:

Date:

Dear Families,

It is our intent at Mitchell Primary School to provide the best possible educational opportunity for all students. To reap the benefits of such an opportunity, students and parents must take an active role in the learning process, beginning with regular and punctual attendance. Students are expected to be in school every day. Regular school attendance has a significant impact on a student's academic, social, and emotional success. Building a habit of attending school on time everyday at a very young age helps ensure children will be successful in school, college or career preparation, and in the workforce. These habits built at this young age affect your child's future.

The message we tell our students is that school is *their most important job*. They are learning about more than math and reading. They are learning how to show up for school on time everyday and how to be ready to learn.

We understand that there are many reasons why children are out of school from being ill, to transportation, or homelife challenges. However, no matter if the reason is excused or unexcused the child has missed the classroom instruction that can not be recreated. Over time this may have a negative impact on a child's school performance and success.

Research has shown that children who have missed 10% of the school year can drastically affect a student's academic success.

We will notify parents/guardians by letter if your child has been absent 10% of the school year. We know sometimes parents are not aware of how many days their child has been absent. We are here to help parents and students with attendance concerns. Please feel you can reach out to your child's teacher, school counselors, nurse, or administrators for assistance.

Under Maine law, the only legitimate excuses for an absence that a school official will accept are listed below.

- a. personal illness
- b. an appointment with a healthcare provider that must be made during the school day
- c. observance of a recognized religions holiday
- d. family emergency
- e. a planned absence for personal or educational reasons that is pre-approved

We thank you in advance for supporting your child and his/her attendance at school.

Sincerely,

Alli Gamache, Principal

Approved:
Yes _____
No _____

Administrator Signature:

Date:
