

Vacation Release Form

Please complete one form per student.

Faith Baptist School recognizes and takes into consideration that many of our families may have planned vacations or other prearranged absences during school days.

FBS allows the following for prearranged absences and vacations:

Notification: When planning a prearranged absence or vacation of more than three days, parents must notify their child's classroom teacher and complete this form at least one week prior to the scheduled absence.

Make-up Work: Students are permitted to make up assignments and tests without penalty after an excused absence. Make-up assignments will be made available during or after the excused absence and make-up tests will take place after your child returns. Students will be allowed one day to make up work for each day of the excused absence. Students will receive a zero for any assignments or tests not made up within the allotted time. Students may also receive zeros for class work or participation that is unable to be made up due to the nature of the assignment.

Responsibilities: It is the teacher's responsibility to prepare make-up work by the time the student returns to school. It is the parent/guardian's responsibility to obtain the make-up work from the teacher or verify that your child has received it. It is the student's responsibility to request and complete the make-up work, as well as schedule and take make-up assessments, within the allotted make-up time. Make-up tests may be scheduled before or after school to minimize class disruption.

Student's Name: _____ Dates of absence: _____ to _____

I, _____, the parent/guardian of _____, hereby agree with the Faith Baptist School policy regarding prearranged absences or family vacations. I agree to support my child in completing and submitting make-up work and scheduling and taking make-up assessments.

Parent/Guardian's Signature

Date Submitted

Teacher's Name

Teacher's Signature