

**PLYMOUTH-CANTON COMMUNITY SCHOOLS**  
**Plymouth, Michigan**

STUDENT ABSENCE:  
FAMILY VACATION/HOLIDAY DURING SCHEDULED SCHOOL HOURS

The purpose of this form is to serve as acknowledgment of the student's absence from school due to family vacation/holiday plans. It is not applicable to any other type of absence and is to be retained in the student's CA-60 folder. Parents/guardians must notify the school at least five (5) days before absence about the intended vacation and length of absence. Guidelines related to such absence appear on the reverse side of this form.

Parent/Guardian: Please complete Section A.

A. Student Name \_\_\_\_\_

School \_\_\_\_\_

Date(s) of absence \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Office Use Only:

Subject/Class	Teacher	Notification Date

Building Administrator/Designee Signature \_\_\_\_\_ Date \_\_\_\_\_

## **GUIDELINE 5200F1**

### STUDENT ABSENCE: FAMILY VACATION/HOLIDAY DURING SCHEDULED SCHOOL HOURS

The administration and staff of Plymouth-Canton Community Schools believe that regular school attendance is vital to successful academic growth and demonstrates caring and respect for self and others. It is the intent of the Plymouth-Canton Community School Attendance Guidelines to provide opportunities for all students to achieve their fullest potential.

Parents are expected to notify the school promptly of any absence or extenuating circumstances regarding illness or personal and family issues which may have an effect on attendance. Every effort should be made to schedule routine appointments after school hours, and family vacations should be planned during the holidays outlined on the school calendar. Parents should discuss the importance of good attendance with their student(s) and avoid supporting any abuse of the Attendance Policy.

1. Students who know in advance that they will be absent for three (3) days or more will be expected to provide the school office with a signed statement from the parents or guardian stating the expected date(s) of absence. Such notification should occur at least one week in advance.
2. Students will be given the opportunity for making up work missed due to approved absences. The length of time for completion of make-up work is commensurate with the length of absence: typically, K-5, allows 2 days for each day of absence; 6-12, allows 1 day for each day of absence. The District will provide work for vacations of 10 school days or less either before or after the scheduled vacation. Extended vacations of 30 school days or more may result in the student(s) disenrollment. The parent or guardian would be required to reenroll upon their return.
3. Planned assignments and materials will be given before absences due to scheduled vacations, and additional make-up work may be assigned upon return. Students should see their teachers to obtain, complete and return this work. It should also be noted that some experiences cannot be replicated through make-up work; such as group work, experiments, etc.