

Chester-Andover Elementary School

72 Main Street
Chester, VT 05143

Non-Attendance Form

We, the parents of _____, will be taking our child(ren) out of school on _____ and expect to return to school on _____.

The reason for the absence is: _____
_____.

We understand that our child(ren) will be missing daily instruction, which will be difficult to make up. We understand that the teacher may provide assignments for work to be completed during the absence, in an attempt to keep the loss of instruction to a minimum.

Students are expected to make up all work missed during their absence. Parents will arrange a time to meet with their child's teacher(s) to arrange for make-up work.

Excessive absences may result in the retention of the student.

Parent's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

This form becomes part of the child's permanent record.

To access this form online please visit <http://caes.wswsu.org/handbook/non-attendance.pdf>