

Hamlin Upper Grade Center

12150 S. Hamlin Alsip, IL 60803 / 708-597-1550 / Fax: 708-396-0515

NOTIFICATION OF VACATION ABSENCE

Dear Parents,

Our goal at Hamlin is to provide the best education possible for your child. We want all children who are not ill to be present at school each day, so they can take full advantage of the curriculum and educational experiences presented by their teachers. As a staff, we notice that classroom lessons and assignments can be adversely affected during prolonged absences.

If at all possible, please plan family vacations to coincide with the school calendar. If it does become necessary for your child to be absent from school for an extended period of time, please complete the information below, sign the form and return it to the school office prior to the absence.

After any extended absence, students are expected to make up assignments and tests that were missed. Per school board policy, students are allowed one school day for each school day's absence in order to complete the make-up work.

Please be aware that School District 125 does not recognize family vacations as an excused absence, regardless of the activities involved in the trip. The school district is not in the position of overseeing family vacations or evaluating the educational nature of a family trip. The dates that your child is absent will be recorded as "unexcused". An accumulation of unexcused absences can result in a violation of the compulsory school attendance law.

Feel free to contact me if you have any questions.

Educationally Yours,

Mrs. Catharine Gallagher

Principal

NOTIFICATION OF VACATION ABSENCE

As the parent/guardian of _____, I hereby notify the office that my child will be absent from school beginning on _____ and ending on _____.

It is necessary to make this trip during school time because _____

Parent Signature

Date