

Vacation Release Form

Please complete ONE FORM PER STUDENT

Faith Baptist School recognizes and takes into consideration that many of our students and their families are living overseas temporarily and that special circumstances might lead to families going on vacation at times other than during the school's designated vacation dates. In response to this situation, FBS allows the following for prearranged absences and vacations:

Notification: When planning a prearranged absence or vacation of more than 3 days, parents must notify their student's teacher and complete the **Vacation Release Form** at least **one week in advance** of the scheduled absence.

Make-Up Work: Make-up assignments shall be made available to students during or after an excused absence. Assignments for the day(s) missed will be made available by the end of the day(s) missed, but not necessarily before the day(s) missed. Teachers will communicate with parents and/or forward make-up work as it is able to be assigned.

Responsibilities: It is the **teacher's responsibility** to prepare all make-up work by the end of the day(s) missed. It is the **parent's responsibility** to obtain any make-up assignments from the teacher or verify that the student has obtained any make-up assignments from his/her teacher. It is the **student's responsibility** to complete all make-up work within the designated make-up period.

Make-Up Period: Students will be allowed one school day for each day of an excused absence to make up work without penalty. All make-up tests must be completed within the make-up period and will be scheduled by the student's teacher. Students needing help with make-up work must arrange time with their teacher either before or after school to obtain assistance. Make-up tests may be scheduled before or after school to minimize class disruption.

Please print all information

Dates student will be absent – From: _____ To: _____

I, _____, the parent or guardian of _____,
hereby agree with the school policy regarding prearranged absences or family vacations. I agree to have my child complete and submit any make-up work.

Parent/Guardian's Signature

Date Submitted

Teacher's Signature

**** Teachers should return the original, signed copy to the FBS Administrator. ****