



3600 Highcrest Rd NE St. Anthony, MN 55418 t: 612.706.1200 f: 612.706.1240

**Request for Special Absence
(Student Absence of 3 or More School Days)**

It is the position of the St. Anthony-New Brighton School District to urge parents or guardians to plan trips and vacations to coincide with school vacation. Because the interaction that takes place in the classroom can never be duplicated through make-up work, we strongly encourage students to take vacations during days when school is not in session. Teachers are not required to provide lessons and homework in advance for your child to bring with them.

If you plan to take your child out of school for three or more days, there are several things we would like you to do:

1. Notify your child's teacher at least one week in advance.
2. Complete this "Request for Special Absence" form and send it to the school office.
3. Work with your child to complete any missed assignments in a timely manner when you return.
4. If you have received a letter of concern from the principal regarding attendance, these dates will be an unexcused absence.

Student's Name	Grade	Teacher
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Reason for Special Absence _____

Number of School Days	From (date)	To (date)
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Guidelines for Pre-Arranged Absences:

Please be aware that many elementary school concepts that are taught cannot be made up as homework. Work will be provided upon the student's return and he/she is responsible to complete the given assignments.

Signature of Parent/Guardian	Date
Signature of Principal	Date