

FORT ZUMWALT SCHOOL DISTRICT

RUSSELL H. EMGE ELEMENTARY SCHOOL

250 Fallon Parkway
O'Fallon, Missouri 63368

Honored for "Distinction in Performance" by the State Board of Education

Dr. Bernard J. DuBray
Superintendent of Schools

Mrs. Sheila K. Fraley
Principal

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Mr. Tom Hale
Administrative Intern

VACATION AND PLANNED ABSENCES – REQUEST FORM

STUDENT _____ DATE _____

TOTAL ABSENCES TO DATE: _____ (Please get this information from the attendance secretary.)

Request for homework should be made at least three days prior to the vacation or planned absence(s). The student should present this signed request form to the principal.

Absences are often detrimental to student achievement, even when make-up privileges are allowed. Therefore, parents need to be aware of potential negative effects these absences may have, particularly in classes where the student's current status is marginal.

Classwork assignments requested in advance must be completed and returned to the teachers on the day of returning to school unless extenuating emergency circumstances prevent this from occurring. Exceptions to this guideline must be approved by the building principal. The student is responsible for requesting any classwork assignments from his or her teachers.

PARENT REQUEST FOR CLASSWORK:

I have read and understand the above and would like to request that my son and daughter,
_____, be absent from school from _____ to _____ for the
following reasons:

Parent Signature

Date

Principal Signature

Date

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