

**SEYMOUR COMMUNITY SCHOOLS
PARENTS' AGREEMENT AS TO PREARRANGED ABSENCE
PROCEDURE AND RESPONSIBILITY**

TO: Mr. JB Royer, Principal

Having understood the following policy of the Seymour Community Schools: "Whenever in the minds of parents it becomes absolutely necessary to take a child out of school for family trips or personal emergency during school hours, a parent is asked to make an appointment with the building principal to discuss the nature of the trip or emergency, the academic standing of the child, and sign an agreement as to the following responsibilities":

- a. Assume full responsibility for any lack of progress that could be associated with the time of absence.
- b. See that the child turns in to each teacher on the first day he/she returns to school from the absence period all written assignments for this period.
- c. Realize that missed exams at the close of a nine-week period can be made up only at the discretion of the individual teacher whose decision is final.
- d. A child cannot make up an end-of-semester exam that would fall during a preferred pre-arranged absence period.

It is absolutely necessary that I/we prearrange absence for

_____ ,
Name of Student

From School for the following:

a. Purpose _____

b. Dates of absence _____

I/we do accept full responsibility as described in the above school policy.

Parent's signature