



# Montessori

## SCHOOL *of* HUNTSVILLE

SINCE 1965

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### Pre-Arranged Absence Form

Student Name:

Class:

Travel Dates:

Destination:

Date Form Returned. Must be 90 days in advance of the planned absence:

Approval Conference Date:

Parental Agreements:

- I/We will ensure there are adequate educational opportunities and regularly scheduled time for assigned school work and provide any additional instruction needed during this time.
- I/We will bring our travel itinerary or other support materials to the approval conference with the teacher, the Assistant Head of School, and my child.
- I/We will ensure that my child completes and returns all work as agreed upon during the Approval Conference with their teacher.

The absence will be recorded as unexcused if this does not occur.

I also understand that the risk of falling behind when a child is away from school impacts some children more severely than others. If teachers determine my child's academic progress has been jeopardized, I understand that my child may require additional outside tutoring at my expense to make up for it.

Parent Name \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Head of School Signature: \_\_\_\_\_ Date: \_\_\_\_\_