

ARCHBISHOP WOOD HIGH SCHOOL

215-672-5050 x255 Attendance

215-325-1778 FAX

FAMILY VACATION FORM

OFFICE OF THE PRINCIPAL:

Student Name: _____ Section: _____ St. # _____

Dear Parents:

Thank you for informing us of your decision to allow your child to make a trip with time out of school. While the parents of a student have certain customary rights regarding absence of a student, I want you to know that such absence in not excused.

If you, as a parent, decide to withdraw a student for a period of time, then it is the student’s obligation to make up the work missed. Teachers make every effort to assist a student making up work missed due to serious illness, a hospital stay, etc., which are excused absences. However, an education geared towards responsibility requires a student to make only minimal demands of a teacher in the case of unexcused absences.

Tests, quizzes, projects due by a certain date, work to be covered in a textbook, all these fall upon a student as a matter of personal obligation. I trust you and your family will understand that the school is not trying to make life difficult for you, but only to assist you in understanding that educational standards must be upheld. Personal responsibilities must be met and certain guidelines governing the rules of attendance must be pointed out.

Nevertheless, I would hope that your plans for your child’s time off are pleasantly realized and that the balance of the school year has many blessings for you and your family.

Sincerely,

Mary Harkins, Principal

Parents are requested to complete and sign this form. Approval by Principal is needed for knowledge of the whereabouts of the student and does not signify agreement or abrogation of school, diocesan, and state rules on attendance. This form should be used for a vacation of 3 or more consecutive school days.

DATES REQUESTED: _____ DESTINATION: _____

PARENT NAME: _____ SIGNATURE: _____

DATE: _____

*****This form must be signed by the Principal and returned to the Student Service Office room 100
A request for the academic work that would be missed is the responsibility of the student**