



## Heritage Christian School Planned Absence Agreement

As stated in HCS policy, families may request that one planned absence for a family trip be excused. Upon approval of administration, it is understood that students are required to make up missed work. However, parents also need to understand that when students (especially at the middle school level) miss several days, there may be a substantial amount of instruction missed. While teachers may be able to help a student upon their return, they can not be expected to go back and re-teach missed material. It is with this understanding that the following agreement is made.

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I understand that I am ultimately responsible for instruction missed during our family trip over the following dates \_\_\_\_\_ - \_\_\_\_\_. I also understand that, while teachers are willing to do what they can to help, teachers cannot re-teach all missed work in the classroom setting upon your student's return and it is unrealistic to expect them to do so.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

I understand that I am responsible for completing any missed assignments and returning them by the assigned due date.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date