

# Heritage School

## Notification of Extended Absences

Regular school attendance is expected and encouraged at all times, except in the case of illness. It is recognized, however, that it may become impossible for a student to attend school for a period of time, due to family circumstances which require travel. The staff at Heritage School expects that the student will complete a travel journal and will receive essential assignments and school information upon their return.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Classroom: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Teacher's signature: \_\_\_\_\_

Principal's signature: \_\_\_\_\_

Last day student will be attending school before beginning of extended  
absence: \_\_\_\_\_.

Anticipated duration of absence from \_\_\_\_\_ to \_\_\_\_\_.

Please notify the school at a minimum of three (3) days prior to extended absence.

Parent's signature: \_\_\_\_\_