

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: _____