

Taos Charter School
Student's Extended Learning Environment (SELE)

Student's Name: _____ Grade: _____

Absences are often detrimental to student achievement, even when make-up privileges are allowed. Therefore, parents and guardians need to be aware of potential negative effects these absences may have, particularly in classes where the student may be doing poorly. Days missed under this contract will be counted as **present in class** unless agreed upon work is not completed.

Request will be denied

- 1) if the student has a "D" in any class or
- 2) if the student has had 10 absences (excused or unexcused) or
- 3) *if the student did not complete work during previous year's extended absence.*

The Director must approve exceptions to the guideline based on the Extended Policy.

Notification of extended absence will be at least one month in advance.

- homework should be picked up one (1) week prior to the planned absence.
- education objectives and/or homework assignments requested in advance must be completed and returned to the teachers on the day of return to school unless extenuating emergency circumstances prevent this from occurring.
- Teachers may not be able to provide all of the assignments in advance. Therefore, the student will need to get all other missed work immediately upon return.
- Due date for this work will be determined by the teacher. The student should present this signed request form to the Taos Charter School Director.
- The student is responsible for requesting make-up work from his or her teachers.
- Only one extended absence may be requested per year for no more than a fifteen day maximum.

Parent/Guardian Request for Homework: *I have read and understand the above and would like to request that my son/daughter be absent from school from _____ to _____ for the following reason: ATTACH SCHOOL CALENDAR With Days highlighted.*

I have attached a list of educational activities that will be experienced for each of the following subjects: math, reading, science, social studies and written composition.

Parent/Guardian Signature Date

____ Grade Point Average ____ Total Absences to Date: ____ Unexcused ____ Other Absences
(Please obtain from teacher.)

Teacher's Signature Date

Director's Signature Date

ACTION TAKEN: (Approved (Not Approved
WORK COMPLETED ADEQUATELY? (Yes (No
Total Number of Days: _____ **Counted Absent or Present? (circle one)**