

TO: TMS Parents/Guardians  
FROM: Dr. Amy Torrens  
DATE: April 18, 2011  
RE: If your student is leaving early

Some families have obligations that they cannot avoid at the end of the school year. We will try to accommodate these obligations, and we hope families understand some of the limitations we have at the end of the school year.

We will keep the learning environment going through June 16<sup>th</sup>. Therefore, your student will be expected to turn work in through that date. On June 17<sup>th</sup> we are going to Vasa Park and on June 20<sup>th</sup> we are in school for about 3 hours where we sign yearbooks and say goodbye.

Therefore, if your student is missing June 17<sup>th</sup> and 20<sup>th</sup>, please have your student complete a pre-arranged absence form, but there shouldn't be any work to make up. Please make sure all their work is in by June 16<sup>th</sup>.

If your student is leaving prior to June 17<sup>th</sup>, then your student will need to complete a pre-arranged absence form and the teacher will indicate one of the following:

1. Ask your student to check the SWIFT site on the day(s) of the absences, if the assignment is not available until that day, your student has until June 17<sup>th</sup> to turn it in (via fax or e-mail) – *this is only for students with a pre-arranged absence the last few days of school.*
2. List the assignment (if they have it available). If the assignment is provided ahead of time, it should be completed prior to leaving.
3. If it is an in-class assignment, such as a science lab or group project in social studies, it cannot be made up, and your student will not be able to earn that grade. Unfortunately, the missing grade will count against them.
4. The student may have a solid grade and might ask the teacher what the impact of not doing the last assignments would have on their grade, depending on the answer, you might choose to have your student not make up the work.

Teachers' grades are due prior to them leaving on their vacation, so there is not time for late work to be submitted beyond the last day of school.