

Canyon Crest Elementary School

4664 Canyon Road Provo, Utah 84604 – 801- 221-9873

Mrs. Rene Cunningham, Principal

Dear Parents,

I would like to bring your attention to the Prior-Approval Absence Request form available for occasional attendance assistance. You may have noticed some added clarification on the form that I would like to further explain.

Canyon Crest supports the District and State Attendance Policy (Provo City School District Policy 3150), but recognizes that there may be a few days throughout the school year in which parents choose to keep their children out of school for reasons other than illness (i.e. vacations, educational opportunities, family gatherings, etc.). In these rare cases, the administration wishes to support families and students with administrative approval who have demonstrated stable attendance through the school year. Administrative approval is not designed to excuse illness or excessive student attendance. Clarifying details have been added to the forms:

*Request must be 3 or more [consecutive] days but not to exceed 5. [Absences less than 3 days may be parent excused. Administration may approve up to five days; additional days must be parent excused.]

*Pre-approval absence requests may only be used ONE TIME per year. [Additional absences beyond the administrative approval must be parent excused.]

*Pre-approval is subject to attendance history review. [Students who have chronic attendance issues may be declined for administrative approval.]

Administrative approval is marked with an “F” on your child’s attendance record. This does not count as a truancy (tardy or absence) toward the student’s attendance score. We encourage parents to view their children’s attendance on PowerSchool, and please feel free to contact the school administration if you have further questions or concerns.

To encourage students’ good attendance we will be rewarding them each month for excellent attendance. Students with zero tardies or absences will be recognized and receive a small reward at the end of each month. We will be documenting monthly student attendance and work to make improvements throughout the school year. We will be sharing this information with parents in newsletters and the school website.

We love and support our Canyon Crest students and families, and want each student to be successful. We believe that for students to get the optimum learning opportunities, they must be in school each day. Please know that, as part of your child’s educational team, we are available to visit with you if you have questions or concerns regarding your child’s attendance. Please feel free to contact us.

Sincerely,

Rene Cunningham, Principal
Canyon Crest Elementary

Love Learning, Achieve Your Dreams