

Hello (appropriate title and last name or first name if personal relationship established),

I wanted to notify you of (student)'s upcoming absence. We (you can identify adults traveling if necessary) are going to (destination) as a family from (dates). I would love to work with you to make sure we keep (child's pronoun) on track. We don't want to make extra work for you and are happy to do this in advance or after our return - whatever works best for you. I'm happy to communicate via email, phone (number), or stop in at your convenience to communicate. *(If your child is older and could handle the responsibility, you might instead say 'Please feel comfortable assigning or passing along any work to 'student' and we will work on it and ask any questions that come up.')*

If there are any testing, events, or projects which fall during this time that I haven't realized, please don't hesitate to let me know so we can arrange to fulfill (student)'s obligations.

Thank you in advance,  
(Your name - first and last if no personal relationship established)