

MIDDLE SCHOOL STUDENT PLANNED ABSENCE FORM

The School's calendar has been designed with several breaks over the course of the year to provide families with time to travel. Families should plan their personal trips using this time. If a student is absent for a reason other than illness, extensions for work are not guaranteed. Families are asked to assume responsibility for any tutoring students require because of personal absence. While some work can be made up at home, class time is valuable and cannot be recreated, so families are encouraged to think carefully before pulling a student out on school days, and to use great discretion when making these decisions. If a planned absence cannot be avoided, this form must be filled out in its completion **no less than three days before the absence**. It should be submitted to Chris Bell in the MS office after all the information and signatures are collected.

Today's Date: _____

Student's Name: _____

I plan to be gone on the following date(s): _____ returning to school on: _____

for _____.

where

purpose

I have spoken with my teachers and know what I need to do.

I understand that:

- I must successfully complete missed work in a timely fashion (to be determined with my teacher).
- I must arrange for teacher check-ins when I return.
- Missed class time and a large part of the learning experience cannot be made up, and I am responsible for all of the work on subsequent tests and quizzes.

Period/Course	Assignments	Teacher Signature
ARTS		
ENGLISH		
HISTORY/CULTURE		
LANGUAGE		
MATH		
PE		
SCIENCE		

Advisor signature _____

MS Head signature _____

Parent signature _____

Student signature _____