



MIDDLE SCHOOL ADVANCED ABSENCE REQUEST

Regular school attendance is not only expected of students but is essential for his/her academic success. School attendance is an area of mutual cooperation between the school, the parents, and the students. However, VCA does recognize that there are times during the school year when it becomes necessary for students to be absent from school for reasons other than illness (i.e. family vacation that cannot be scheduled for another time).

Therefore, students who are going to miss school due to a family vacation, must submit this written request to his/her teacher(s) at least 1 week prior to the scheduled absence. It is the responsibility of the students and parents to arrange pick-up of assignments from the teacher before leaving AND to turn in the completed work the day of the student's return. Papers or reports that are due must be turned in on or before the due date, even if

STUDENT NAME: _____ TODAY'S DATE: _____

DATES TO BE MISSED: _____

REASON: _____

PERI- OD	TEACHER	TEACHER COMMENTS	TEACHER INITIALS
1			
2			
3			
4			
5			
6			
7			

STUDENT SIGNATURE: _____ DATE: _____

ADMINISTRATOR SIGNATURE: _____ DATE: _____

PARENT / GUARDIAN SIGNATURE:

DATE:

STUDENT SIGNATURE: _____ DATE: _____

ADMINISTRATOR SIGNATURE: _____ DATE: _____