

**TEAYS VALLEY WEST MIDDLE SCHOOL
PLANNED ABSENCE FORM**

This form **MUST BE RETURNED to the West Middle School Office (5) DAYS BEFORE LEAVING** on a planned absence. Failure to make arrangements prior to going on a planned absence or not having the planned absence approved by the principal will result in receiving no credit for the work missed.

Student Name: _____ Grade: _____

Dates of Absence: _____ Reason: _____

State law places the responsibility with the parents for children to attend school. Strictly interpreted, it is illegal to be out of school for any reason other than personal illness, death in the family, quarantine, and detained by parent for necessary work or religious holiday. It is therefore the parent's responsibility to have a student tutored or instructed in some way to satisfy the legal requirements. Any student having **more than five (5) days without a doctor/legal excuse in a school year will be counted unexcused.**

The following procedures are to followed for students who will be absent due to a pre-planned event:

1. Students should complete as much work as possible before departure. The initiative for securing assignments from teachers rests solely with the students and/or parents. It is then the responsibility of the student to accomplish the work and evaluate the learning which has taken place. Final evaluation of the work covered will rest with the teacher.
2. Upon returning to school the student should be ready to resume studies with the class. Any additional make-up work must be completed and turned in within three (3) to five (5) school days.
3. Excessive prior absences and/or teachers comments may be a reason for an absence to be denied.

Teachers should read the following statement and mark appropriately for the individual student before signing:

- A. I feel that this student is capable of making up the work that they will miss.
B. I do not feel that this student can academically afford nor is it in the best education interest at this time for this absence. However, we are not denying your son/daughter from going on a planned absences.

_____ A _____ B Teacher Signature: _____

_____ A _____ B Teacher Signature: _____

_____ A _____ B Teacher Signature: _____

_____ A _____ B Teacher Signature: _____

_____ A _____ B Teacher Signature: _____

_____ A _____ B Teacher Signature: _____

Parent/Guardian Signature

Administrator Signature