

Middle School Student Future Absence Form

When a student is absent from school due to school related events, athletic events, vacation, travel (not including illness, religious observances) which results in missing three or more academic classes, the student must secure a Future Absence Form from the office. The form must be submitted to the Middle School office with all signatures at least one day prior to leaving school for the anticipated absence.

Class Work Due to Absence: The completion of this form ensures that teachers know of a forthcoming absence so that arrangements regarding assignments and make-up work can be made prior to the absence. All work must be made up within a reasonable time frame and agreed upon by the teacher and the student. Generally, this time frame will be no longer than one week beyond the absence. Any tests missed should be made up at the teacher's earliest convenience or taken prior to departure. Arranging for makeup work assignments and completion is the responsibility of the student, not the teacher.

Please print legibly

Student's Name: _____ Grade: _____ Advisor: _____

First Date of Absence: _____ Time Absence Begins on that Day: _____

Returning to School on What Date? _____ Time of Return: _____

Purpose of the Absence: _____

By signing below, I understand and agree to the school policy regarding anticipated absence and my student's responsibilities:

Signature of Parent: _____ Parent Email: _____

Instructions for Completing the Future Absence Form:

1st: Please Circle the Periods You Will Miss Due to Your Absence and fill in Subject, Number of Classes Missed, & Teacher Name.

2nd: Once completed, collect signatures from teachers. It is your responsibility to complete the form.

3rd: Return form to the office.

4th: A scanned copy will be emailed to parent, advisor, and student.

Period (circle all missed)	Class Subject (student completed)	Number of Classes Missed (student completed)	Teacher Last Name (student completed)	Teacher Signature	Teacher Comments/Instructions (teacher circle one or more and use back of page for more details if necessary)		
					Check Canvas	Check in with Me on First Day Back	See Reverse
A					Check Canvas	Check in with Me on First Day Back	See Reverse
B					Check Canvas	Check in with Me on First Day Back	See Reverse
C					Check Canvas	Check in with Me on First Day Back	See Reverse
D					Check Canvas	Check in with Me on First Day Back	See Reverse
E					Check Canvas	Check in with Me on First Day Back	See Reverse
F					Check Canvas	Check in with Me on First Day Back	See Reverse
G					Check Canvas	Check in with Me on First Day Back	See Reverse
Arts/ Music					Check Canvas	Check in with Me on First Day Back	See Reverse

Advisor Name & Signature: _____ Date: _____

Signature of Director or Assistant Director: _____ Date: _____

Notes from Teachers Regarding Follow Up from Absence

Remember, in most cases, for absences of one day or less, checking Canvas will be enough.
Extended Absences may require more planning.

A Period	
B Period	
C Period	
D Period	
E Period	
F Period	
G Period	
Arts/ Music	