



## Westfield Middle School Absence Request Form

---

Parents have a responsibility to insure their children are in school during student attendance days. Absences can be costly in terms of work missed and should be accounted for when making the decision for your student to miss school. We realize there will be times a student chooses to miss due to an educational trip, athletic tournament, religious retreat, college visit, etc., therefore the attached form **must be submitted no less than 5 school days prior** to your student's planned absence.

If your absence request is to participate in an organized event, please supply documentation of the event as described below.

### **OTHER EDUCATIONAL ACTIVITY**

This education is defined as any other absence approved by the Assistant Principal that is relevant to the student's academic growth and equivalent to the student's school activities/experiences.

### **RELIGIOUS MISSIONS, RETREATS, WORKSHOPS, etc.**

- a. date(s) of the event
- b. nature (and name, if applicable) of the event

Documentation is often in the form of a letter from the sponsoring group, youth minister, or parent providing the information requested above.

### **COMPETITIONS**

- a. date(s) of the event
- b. exclusivity of the event (i.e. participants must qualify or be selected or invited because of previous performance in the area of interest or ability)
- c. potential for scholarships (usually presence of college scouts or coaches at the event)

Documentation is often in the form of copies of invitations or notification letters, printed web pages, or copies of letters from coaches or sponsors verifying the information requested above.

**WESTFIELD MIDDLE SCHOOL  
ABSENCE REQUEST FORM**

---

Parent/Guardian: (Please Complete)

Student name \_\_\_\_\_ Grade \_\_\_\_\_

Parent's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date(s) of absence \_\_\_\_\_

Schools in which sibling are affected by the same absence(s): Circle all that apply

CRES OTES SSES WWES MGES MTES WIS WMS WHS

**Reason For Absence:** Please state the name of the event, city/state student is attending & **attach documentation for the event.**

Educational Activity \_\_\_\_\_

Religious Event \_\_\_\_\_

Athletic Event \_\_\_\_\_

Other \_\_\_\_\_

**Student:** Please bring this form to the attendance office for a signature & **approval at least 5 school days before absence.**

Decision: Excused \_\_\_\_\_ Unexcused \_\_\_\_\_

Approval Signature \_\_\_\_\_ Date \_\_\_\_\_