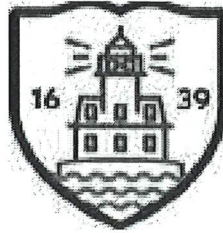


# Fairfield Woods Middle School

1115 Fairfield Woods Road  
Fairfield, CT 06825  
Phone (203) 255-8334



**FAIRFIELD  
PUBLIC SCHOOLS**

Colleen Banick, Principal  
Jonathan Goodison, Assistant Principal  
Steve DeAngelo, Assistant Principal  
Mark Robinson, Dean of Students

Dear Parent/Guardian,

Thank you for informing the school regarding your child's upcoming extended absence. The school appreciates your communication; however, we would like to remind you that according to district policy and state law, this is not a school approved absence. As a parent, be aware that according to the district policy, you and your child are responsible for all class work and homework missed during this absence. This policy is outlined for you in the Student/Parent Handbook section of your child's student agenda.

Depending on the course and teacher's plans, classroom assignments completed during the absence may not be available from the teacher prior to leaving. There is no way that a teacher can compensate for what is being missed in the classroom or group interaction and teachers cannot develop individual lesson plans for each student. This is especially true before and after extended weekends, and the December, winter and spring recesses where a large number of requests are placed on teachers for the work that will be missed.

Your understanding of this matter is greatly appreciated. If you have any further questions, feel free to contact me or your child's Guidance Counselor at Fairfield Woods Middle School. Please fill out the attached form and return it signed to your child's homeroom teacher.

Sincerely,

Colleen Banick  
FWMS Principal

**NOTIFICATION OF EXTENDED STUDENT ABSENCE**  
**(3 or more days)**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

**PLEASE READ THE STATE BELOW CAREFULLY BEFORE SIGNING**

I am requesting the release of my child from classes for \_\_\_\_\_ school days  
beginning on \_\_\_\_\_ and ending on \_\_\_\_\_.

The reason for the absence is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am fully aware that my child must assume primary responsibility for keeping up with the school work during this period of voluntary absence. It is their responsibility to notify teachers in advance, although it may not be possible for the professional staff to accommodate assignment requests for students whose absence is due to parental choice. I further understand that classroom activities such as labs, class discussions, films, and speakers cannot be duplicated.

Parent Signature: \_\_\_\_\_