MOON AREA MIDDLE SCHOOL VACATION REQUEST FORM

FOR STUDENTS MISSING 3 OR MORE DAYS OF SCHOOL

Student's Name_____ Grade_____

Leave Begins_____Leave Ends_____Return to School_____
Month/Day/Year Last day of leave Month/Day/Year Month/Day/Year

This is a request for Excused Leave for my child for the following reason:_____

_____

_____

_____ _____
Parent's Signature Date

TO BE COMPLETED BY <u>TEACHERS</u>- Status of Student in all Subjects

Teacher	*Subject*	*Days Absent*	*Comments*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Excused Time – Schoolwork Requirements

All schoolwork must be completed upon the student's return to school following an excused absence. Any work not completed will receive a grade of 0%.

Required work includes, but is not limited to, assignments, exams, midterm exams, and final exams. Compliance with this is the responsibility of **both the parent/guardian and the student**.

Once completed, please submit this form to the Attendance Office – In the main office

____Approved ____Denied & Reason_____ Date_____