

**Millennium Middle School  
Student Vacation/Leave Request Form**

Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Dates of Absence \_\_\_\_\_

Reason for absence \_\_\_\_\_

**Student Instructions:** You are to present this request to each of your teachers to be completed by them. When this action has been completed, take this form home to obtain a parent's signature of approval. It is your responsibility to obtain your assignments and complete the work. If a teacher prefers giving assignments after you return, you are responsible to complete them with the same number of days you were absent.

**Teacher Instructions:** Complete the needed information below as indicated. It will be your option to have the work completed either before or after the student is absent. It is the responsibility of the student to obtain the assignments and complete them.

Class hour	Subject	Class Grade	Comment	Teacher's Signature
1				
2				
3				
4				
5				
6				

**Parent Instruction:** This form is designed for students going on an activity, family vacation or a properly chaperoned group trip. Please examine your child's grades. If you believe your child should take the time off and is capable of accepting the responsibility as a result of their absence, please sign the statement below.

I do hereby request and approve of my child's absence from school for the dates indicated, with the understanding that it is my child's responsibility to obtain and complete all class assignments. If missed assignments are not completed, I understand that this could affect my child's grade.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

**Return to Attendance Office**