



## Millennium Middle School Student Vacation/Leave Request Form

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

Dates you will be absent \_\_\_\_\_

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 you are given work before your trip, it is due upon your return. If a teacher prefers giving assignments after you return, you are responsible to complete them within the same number of days you were absent.**

**Teacher Instructions:** Complete the needed information below as indicated. It will be your option to provide the work 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			<input type="checkbox"/> Please see me for work the day <b>before</b> you leave. <input type="checkbox"/> Please pick up the missing work on the day you <b>return</b> . <input type="checkbox"/> Other:	
2			<input type="checkbox"/> Please see me for work the day <b>before</b> you leave. <input type="checkbox"/> Please pick up the missing work on the day you <b>return</b> . <input type="checkbox"/> Other:	
3			<input type="checkbox"/> Please see me for work the day <b>before</b> you leave. <input type="checkbox"/> Please pick up the missing work on the day you <b>return</b> . <input type="checkbox"/> Other:	
4			<input type="checkbox"/> Please see me for work the day <b>before</b> you leave. <input type="checkbox"/> Please pick up the missing work on the day you <b>return</b> . <input type="checkbox"/> Other:	
5			<input type="checkbox"/> Please see me for work the day <b>before</b> you leave. <input type="checkbox"/> Please pick up the missing work on the day you <b>return</b> . <input type="checkbox"/> Other:	
6			<input type="checkbox"/> Please see me for work the day <b>before</b> you leave. <input type="checkbox"/> Please pick up the missing work on the day you <b>return</b> . <input type="checkbox"/> Other:	

**Parent Instruction:** 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. **Please refer to the attendance policy in the Student Handbook. Preplanned family activities are listed under unexcused absences, #7. However, students are allowed to make up the work missed.**

I 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

**Turn Completed Form into ATTENDANCE OFFICE**