

Forest Middle School

100 Ashwood Drive
Forest, VA 24551

Phone (434) 525-6630

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Family educational trips or vacations which require students to be absent from school must be pre-arranged. **Students** are responsible for securing any and all make-up work from their teachers prior to the trip or immediately upon return from the trip. Unless special arrangements are made, work received prior to the absence is **due upon return**. Parents and students must be aware of the probable effect of extended absenteeism and its direct relationship to educational success. While a student may be allowed to make up missed work, the missed classroom instruction may be difficult to completely recover. Experience has shown that occasionally students have difficulty with tests upon returning from extended trips and grades can be negatively affected. The principal shall make final determination of excused or unexcused absence and have the authority to limit the number of days for such absences based on student's grades, prior attendance and the dates of the proposed trip/vacation.

STUDENT NAME: _____ GRADE: _____

DATES OF PROPOSED TRIP:

FIRST DAY ABSENT: _____ THRU _____

PURPOSE OF TRIP: _____

Block	Subject	Teacher	Initials/Comments
1			
2			
3			
4			
5			
6			
7			

If you choose to have your son/daughter miss this time, the **student** will be responsible for making the necessary arrangements with teachers to make up any missed work in a timely manner. This completed form **MUST** be returned to the office **before** the first day of planned absence.

Signed:

Parent: _____

Student: _____

Administrator: _____