

# Vineyard Christian Middle School

## Request for Pre-arranged Absence

In the event that your child needs to miss classes at **Vineyard Christian Middle School** we ask that you complete this form, providing us with the following information. Please submit this form to the school office at least seven (7) days prior to departure.

Name of student: \_\_\_\_\_ Grade: \_\_\_\_\_

First Date of Absence: \_\_\_\_\_ Date of Return to School: \_\_\_\_\_

Reason for absence (Please be as detailed as possible):

\_\_\_\_\_  
\_\_\_\_\_

*We realize that it is important to spend time together as a family, thus we hope to accommodate yours by providing breaks in both the fall and the spring of each school year. It is our hope that you would take advantage of those times and plan your vacations accordingly. Students who are absent from Vineyard Christian Middle School are at a disadvantage, as the pace of learning is often rapid and challenging.*

In the event that a student will miss school due to a pre-arranged absence, **the teacher will use his/her discretion regarding the issuing of homework prior to the trip.** Homework issued *prior* to an absence is not guaranteed. It is the **responsibility of the student** to meet with each teacher regarding class work, exams and due dates. Students must make up any exams/homework given during their absence; it is the student's responsibility to check with the teachers regarding a make-up date. **Due dates for homework/exams missed are at the discretion of each teacher and may vary.**

It must be recognized that a student missing school for any reason is detrimental to his/her progress in school. Absences due to parent request should be kept to a minimum.

I understand the following and agree to the Vineyard Christian Middle School policy and procedure for a pre-arranged absence.

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date of Request: \_\_\_\_\_

*For office use: Revised 8/06/17*

**Date of request:** \_\_\_\_\_

**Approved: Yes**\_\_ **No**\_\_

**Administrator Signature** \_\_\_\_\_