

**TAOS MIDDLE SCHOOL**  
**VACATION AND PLANNED ABSENCES.**  
**REQUEST FORM**

**STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Total Absences to date:** \_\_\_\_\_ **Total Days Absent Requested:** \_\_\_\_\_

Request for homework should be made at least ONE (1) week prior to the vacation or planned, absences. The student should present this signed request form to the Principal. Absences are often detrimental to student achievement, even when make-up privileges are allowed. Therefore, parents need to be aware of potential negative effects these absences may have, particularly in classes where the student's current status is marginal. Homework assignments requested in advance must be completed and returned to the teachers on the day of return to school unless extenuating emergency circumstances prevent this from occurring. The building Principal must approve exceptions to this guideline. The student is responsible for requesting make-up work from his/her teachers.

**PARENT REQUEST FOR HOMEWORK:** I have read and understand the above and would like to request that my son/daughter be absent from school from: \_\_\_\_\_ to: \_\_\_\_\_ for the following reason (List educational activities that will be experienced):

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\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Principal Signature**

\_\_\_\_\_  
**Date**

**ACTION TAKEN:** Approved \_\_\_\_\_ Unapproved \_\_\_\_\_

**HOMEWORK SHEET GIVEN:** \_\_\_\_\_ **Date:** \_\_\_\_\_