

**FORD MIDDLE School
Authorized Absence Form
Including Family Vacation – Extended Trip**

Students who will be absent from school because of a family vacation, extended trip or other circumstance with their parents/guardians will be excused. If the attendance office and teachers are notified at least one week in advance of such a trip, every effort will be made to prepare a list of assignments for the student to complete while absent.

Even though absences of this nature are allowed, we ask parents and students to seriously consider the effect this absence might have upon the student's progress in school. Students must assume full responsibility for any assignments missed during the period of absence. **Assignments are due on the day of the student's return to school.**

Teachers are not obligated to permit make-up work if proper arrangements have not been made prior to departure.

This authorization form must be completed before the student's extended absence begins. Absences of this nature taken without an Authorized Absence Form on file with the attendance office will be considered unexcused absences.

Student's Name	Grade	ID Number
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Dates of absence: _____ through _____
Start date End date

Student will return to school on: Date _____

Place Visiting: _____

Parent Printed Name	Parent Signature
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Signatures of Study Hall and Classroom Teachers

	<u>Class Period</u>	<u>Signature</u>
1	_____	_____
2	_____	_____
3/4	_____	_____
5/6	_____	_____
7/8	_____	_____
9	_____	_____
10	_____	_____

Signature of Assistant Principal: _____ Date: _____