

WORTHINGWAY MIDDLE SCHOOL EXTENDED ABSENCE FORM

Student Name: _____

Grade: _____

DATES OF ABSENCE: _____

Worthingway Middle School discourages extended absences while school is in session. The staff strongly feels that daily attendance is very important to the educational process. For further explanation, please refer to the Middle School Handbook > page 12 > Extended Absence Procedures [Worthingway website/Our School/Student Handbook]

Please provide a brief explanation of why school must be interrupted:

Declaration of Understanding by Student/Parent Guardian:

1. We understand the policies for attendance in middle school.
2. We understand that for the best interest of the student, all schoolwork missed during the absence must be made up within the guidelines established by the individual classroom teacher.
3. We understand that failure to make up the missed work within the allotted time will result in a letter grade of "F" assigned for each day and/or assignments missed.
4. We understand that a student having difficulty in maintaining their achievement level may compound problems by missing regular class.

Student Signature: _____

Parent or Guardian Signature: _____

-----ABOVE COMPLETED AT HOME-----

All teachers must review and sign this form:

<u>Subject</u>	<u>Teacher's Signature</u>	<u>Comments</u>	<u>Date</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____

-----ABOVE COMPLETED AT SCHOOL-----

****Completed form due to the office a minimum of three school days prior to the first day of the proposed extended absence. Thank you!****