

**Bedford Middle School
503 Longwood Avenue
Bedford, VA 24523**

Phone (540)586-7735

Fax (540)586-4957

Pre-Arranged Absence Form

Family educational trips or vacation which require students to be absent from school must be pre-arranged. Pre-Arranged absences may be excused or unexcused. Students are responsible for securing any and all make-up work from their teachers prior to the trip. Parents/students should 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.

STUDENT NAME: _____ GRADE _____

ADDRESS: _____

DATES OF PROPOSED TRIP:

FIRST DAY ABSENT: _____ THRU _____

PURPOSE OF TRIP: _____

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 missed work.

Signed:

Parent: _____

Student: _____

Please submit to the principal at least one week prior to the proposed absence. The principal will provide your son/daughter with a form to be completed by their teachers.

Principal Approved: _____ Date: _____