

Bedford Middle School

503 Longwood Avenue
Bedford, VA 24523

Phone (540) 586-7735

Fax (540) 586-4957

Pre-Arranged Absence Teacher Signature Form

Family educational trips or vacations 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: _____

FIRST DAY ABSENT: _____ THRU: _____

APPROVED BY: _____ DATE: _____

Block	Subject	Teacher	Initials/Comments
1A			
2A			
3A			
4A			
1B			
2B			
3B			
4B			

The student will be responsible for making the necessary arrangements with teachers to make up any missed work. Please return to office upon completion, where a copy will be made and retained.

Student Signature: _____

Office Signature: _____