



Office Time Stamp: _____

NIU VALLEY MIDDLE SCHOOL ABSENCE/TRIP NOTIFICATION FORM

INSTRUCTIONS:

- Parent completes the top portion of this page.
- Parent signs form acknowledging attached absence policy and procedures.
- Form returned to the main office **one week PRIOR** to the date of absence/trip.

Date: _____

Student Name: _____ Grade: 6 7 8

Planned trip to: _____ for

- Family Event: _____
- Family Emergency: _____
- Other: _____

Dates of Absence: _____ to _____

Return to School On: _____

Total Instructional Days Missed: _____

By signing below, I understand the following information and the attached absence policy.

1. Excessive absences may prevent maximum teaching and learning from taking place.
2. For **Unexcused** Absences*: It is the student's responsibility to collect missed assignments from his/her teacher(s) upon **return from** an absence.
3. For **Excused** Absences: Teachers will provide up to 3-days of assignments **prior** to student leaving. Emergency/last minute absences may not allow time for this. Assignments will be collected upon return.

Parent Name (printed) _____ Contact Number: _____

Parent Signature _____ Date _____

**Examples located on back of this form.*

School Review: Unexcused Excused Comments: _____

School Official Name _____ School Official Signature _____

SCHOOL ROUTING:
 Attendance Clerk (original on file; copy to student)
 Notify all teachers and grade level counselor via e-mail.
 Post the absence in Lotus Notes via the Attendance button.

From: Absence Notification Policy Letter (December 2015)

“Unexcused Absences” include (but are not limited to) the following activities which might occur during the school day:

- Baby-sitting sibling or other children
- Family vacations (on/off island), trips
- Parent request without explanation
- Kept at home to clean home for home inspections
- Performances, youth camps, sporting events*
- Caring for the elderly or other children
- Personal business
- Entertaining visitors/guests

* Exceptions may be made if student is the participant/competitor.

School administrators have the discretion to determine if the absences will be excused or unexcused, especially when student academics are adversely affected and/or if attendance is a concern. Please be aware that teachers will provide up to **three days** of make-up work for **EXCUSED ABSENCES ONLY**. Parents will be notified by an administrator regarding the status of the absence.