

MIDDLETOWN HIGH SCHOOL

Request for Approval of an Excused Absence for Family Vacation or College Visit

Student Name: _____ Grade: _____
Parent/Guardian Name: _____ Home phone: _____
Street Address: _____ Work phone: _____
City: _____ Zip Code: _____ Today's Date: _____
Date of Absences: **FROM:** ____/____/____ **TO:** ____/____/____ **
Nature of Absence (initial one): **College Visit:** _____ **Family Trip:** _____ **Other** (please comment) _____

Comment/ Explanation: _____

Block	Teacher Name	Comments
1		
2		
3		
4		

Parent/Guardian Signature: _____

** In accordance with FCPS Reg. No. 500-25

Submit completed form to the attendance staff.

**Directions for
Completing
Form:**

Form must be submitted to the attendance secretary for approval before the absence.

Vacation days may not surpass 5 days. If the total number of vacation days goes beyond 5 days, a meeting with an administrator will be needed to arrange buy back time.

4 College visits are permitted per year.

The form allows staff to verify attendance, avoid unnecessary attendance calls home, and attendance errors.

Office Use Only

Attendance Office: _____ Attach attendance summary report and other absence approvals

Teachers: _____ This form will be returned to parents. Please initial and make comments.

Approval Status

_____ Approved

Telephone #: _____

Date: _____

_____ Denied

Comments: _____

Administrator Signature: _____