



## *STUDENT ABSENCE FORM*

### From Westbrook Middle School Handbook

#### Family Vacations

Parents are strongly urged to plan their vacations when school is not in session. In cases where parental vacations do not coincide with school recesses, it is the responsibility of the parents to complete the Student Absence Form and return it to the office. The office will notify the appropriate school personnel of the intended absence. The responsibility of making provisions to make up missed work **UPON THE STUDENT'S RETURN** shall rest with the parent/student. Failure to do so will result in the student getting no credit for the time missed.

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Name \_\_\_\_\_ Date \_\_\_\_\_

The above named student will be absent from school from

\_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent

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*Please return this form to the Westbrook Middle School office*