

Batesville Middle School

Pre-Arranged Absence: Vacation Form

Family vacations and/or family trips should be taken on non-school time if at all possible. In the event that one of the situations must occur during school time, it is the responsibility of the student to complete a pre-arranged form prior to the absence(s).

Vacation days and/or family trips (maximum of 5 days; one day may be used at a time). A family trip is defined as, at least one parent or legal guardian accompanying the student. Vacation time must be taken for any reason related to missing any time of the normal school day for personal reasons including, but not limited to: weddings, vacations, extended trips, air travel, etc. These trips require BMS administrative approval prior to the absence. Any vacation absence taken without prior approval will be considered unexcused. For further information please review the student and parent policy handbook on the BMS website.

Note: Vacation days will count toward the 10-day attendance policy.

Section A:

I request the absence of _____ on date(s) _____

To be excused from school for the following reason(s): _____

Total school days to be missed _____ Partial Days- include dismissal time: _____

Section B:

Signatures must be signed in the following order:

1.) Parent/Guardian's Signature _____

By checking this box I verify the electronic signature above is from the parent/guardian of the student listed in Section A.

***This completed form may be returned electronically to Mrs. Walls, BMS receptionist, at awalls@batesville.k12.in.us**

2.) Administration Approval _____

Section C:

The student must contact each of his/her teachers for assignments. This is the student's responsibility. All assignments must be completed and submitted to teachers by assigned dates.

<u>Block</u>	<u>Assignment</u>	<u>Completion Date</u>	<u>Teacher Signature</u>
2.)	_____	_____	_____
3.)	_____	_____	_____
4.)	_____	_____	_____
5.)	_____	_____	_____
6.)	_____	_____	_____
7.)	_____	_____	_____
8.)	_____	_____	_____

**This electronic form will be printed and given to the student, in order for the student to see their teachers to complete it prior to the absence. An electronic copy will be kept on file in the main office.*