

Bridgewater Middle School

Pre-Notification of Extended Absence Form

Today's Date:	
Student Name:	Grade:
Student ID #:	Email:
Parent Name:	Telephone #:

The above named student will be absent from school on the following dates:

Starting on:	Ending on:	Total Days Absent:
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Reason for extended absence:

Please attach documentation if available.

I understand the absence(s) may not be considered excused as it may not comply with the following school board attendance policy.

- Illness, injury or other insurmountable condition of the student.
- Illness or death of a family member of the student's IMMEDIATE family (student's brother, sister, parents).
- Recognized (or established) religious holidays and/or religious instruction.
- Medical appointments WITH A DOCTOR'S NOTE.
- Participation in an approved activity or class of instruction held at another site.
- A prearranged absence of educational value with the Principal's approval.
- Head lice infestation - up to four (4) days during the school year.

Please note: Completion of a **Pre-Notification of Extended Absence** form does not automatically ensure the absence will be excused; it is simply a way of notifying the school prior to the absence. Personal trips and vacations during the school year are not excused absences. **Absences for illness lasting five (5) or more consecutive school days require a doctor's note.**

The law requires compulsory school attendance to age 18. The attendance records of any student who accrues five (5) unexcused absences in a calendar month or ten (10) unexcused absences in 90 calendar days may be obtained by law enforcement or the State Attorney for review and possible intervention. If you have any questions about the attendance policy, please contact the Attendance Office at (407) 905-3710 ext. 2232.

Parent Signature:	Student Signature:
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Student: Present completed form to all teachers & school counselor for review and signature. Any assignments to be done should be obtained in advance of absence. Missed work may be made up upon return to school. Teachers' signature below indicates knowledge of absence, however does not indicate excused.

1.	5.
2.	6.
3.	7.
4.	School counselor:

Parent/Student - Please deliver this completed form to the Front Office at least 5 school days PRIOR to the absence.

This absence is: Approved as excused for ____ days. Not approved as excused. Pending Educational Report.

Administrator or Attendance Records Clerk Signature

Date

Attendance Office: _____ Form Received _____ Rc'vd from Admin. _____ SMS Updated _____ Copy Sent to Parents