



**Mountain Valley Middle School**  
**Planned Absence Form**

A planned absence is one in which your child will miss 3 or more consecutive days of school. In that event, you and your child need to complete this form. Once it has been completed, it must be returned to the office for approval. We kindly ask that you request this form at least one week prior to your child's absence, in order to give teachers time to gather assignments.

**Student:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_

**Dates of Absence:**

**From** \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_ **to** \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

**Type of Absence Requested:**

Medical \_\_\_\_ Vacation \_\_\_\_ Bereavement \_\_\_\_ Recreation \_\_\_\_

Other \_\_\_\_\_

**Briefly describe the purpose of your absence:**

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Subject	Teacher Signature	Notes
Reading		
Writing		
Math		
Social Studies		
Science		



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Homeroom		
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**I clearly understand that:**

1. A lengthy absence will cause my child to miss important class discussions, demonstrations, and activities that cannot be duplicated in makeup sessions.
2. It is my child's responsibility to arrange for the makeup of work missed in all classes.
3. Make-up work is expected to be turned in within 1 week of return to school.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

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58 Highland Terrace  
Mexico, ME 04257  
207-364-7926