



56 Cooper Rd, Cleves, OH  
Office: (513) 467-3500  
Fax: (513) 467-0053

*Holly Simms- MS Principal*  
*Beth Jackson- Dean of Students*  
*Dave Henderson- MS Counselor*

## TAYLOR MIDDLE SCHOOL OUT OF TOWN ABSENCE APPROVAL

We do not encourage students to miss school for family vacations, but we do allow students to make up work for full credit if they meet the following conditions:

1. The administration and the individual teachers are notified by parental note at least 2 days in advance of the first missed day of school.
2. The vacation is with the student's family.
3. The absences do not exceed five school days.
4. Work assigned is completed and turned in on the day the student returns to school.

Upon receiving written notification in the office and administrator approval, the student will notify individual teachers through the use of this form. Signatures should be collected from each teacher and the completed form returned to the office no later than the day prior to leaving.

I have read and understand that if the above procedures are not followed, the absences may not be excused.

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

\_\_\_\_\_  
Date

Student Name: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_

Administrator Approval: \_\_\_\_\_

Exploratory 1 \_\_\_\_\_

Exploratory 2 \_\_\_\_\_

Language Arts \_\_\_\_\_

Science \_\_\_\_\_

Social Studies \_\_\_\_\_

Math \_\_\_\_\_

Completed homework due on :

\_\_\_\_\_



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Parent/Guardian Signature:

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