

BMS LEAVE REQUEST

Bellbrook Middle School 3600 Feedwire Rd Bellbrook, Ohio 45305 937-848-2141

Dear BMS Families,

Please complete the information below and have your student return it to Mrs. Terrell, secretary, at least *one week before your departure date*. This form must be filled out for each student missing instructional time. Generally, all requests are excused as long as the three qualifiers below are met and the student is not in danger of failing classes.

1. All absences due to vacation will accumulate toward the 100-hour threshold. Mr. Cline will review the student's past attendance records, grades, current attendance records, and academic standing. Vacation requests from students who have already accumulated 100 hours or more of absence **will not be excused**.
2. This form must be completed at least one week before the student's scheduled absence.
3. Signatures accepting the pledge form below.

Thank you in advance for helping us meet the attendance requirements as required under the Ohio Revised Code and HB410.

Zack Cline, Principal
Scott Killen, Assistant Principal

Student Name _____ Dates of Trip _____ Date to Return to School _____

Description of the trip: _____

Schedule of Classes:	Subject	Teacher Signature
Period 1		
Period 2		
Period 3		
Period 4		
Period 5		
Period 6		

Pledge

Due to this request for a Family Vacation, we are responsible for any adverse effect of this absence on the concepts presented and final grades that may be received due to the absences on the dates above. Furthermore, if advance assignments are requested, we understand they are due the day the student named above returns to school. Assignments that are NOT completed will receive a grade of zero. You are responsible for contacting your students' teachers to request any missing assignments at least one week before the vacation. We also understand that all tests, quizzes, or other projects that were missed during the dates of our Family Vacation **MUST be made up or submitted within three days of returning to school**.

Parent Signature _____ Date _____

Administrator Signature _____ Date _____