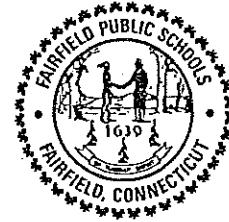


# FAIRFIELD WOODS MIDDLE SCHOOL

1115 Fairfield Woods Road  
Fairfield, CT 06825

Phone: 203-255-8334 Fax: 203-255-8210



Gary A. Rosato, Ed.D.  
Principal

Ken Seltzer  
Assistant Principal

Karin Shaughnessy  
Assistant Principal

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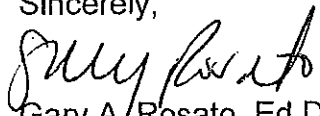
Dear Parent:

Thank you for informing the school regarding your child's upcoming extended absence. The school appreciates your communication; however, we would like to remind you that, according to district policy and state law, this is not a school approved absence. As a parent, be aware that according to the district policy, you and your child are responsible for all class work and homework missed during this absence. This policy is outlined for you in the Student/Parent Handbook section of your child's student agenda.

Depending on the course and teacher's plans, classroom assignments completed during the absence may not be available from the teacher prior to leaving. There is no way that a teacher can compensate for what is being missed in the classroom or group interaction and teachers cannot develop individual lesson plans for each student. This is especially true before and after extended weekends, and the December, winter and spring recesses where a large number of requests are placed on teachers for the work which will be missed.

Your understanding of this matter is greatly appreciated. If you have any further questions, feel free to call me or your child's guidance counselor at Fairfield Woods Middle School. Please fill out the attached form and return it to your child's homeroom teacher.

Sincerely,

  
Gary A. Rosato, Ed.D.  
Principal

GAR:vmd

NOTIFICATION OF EXTENDED STUDENT ABSENCE

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_ H.R. \_\_\_\_

Date of Request: \_\_\_\_\_

PLEASE READ THE STATEMENT BELOW CAREFULLY BEFORE SIGNING

I am requesting the release of my child from classes for \_\_\_\_\_ school days beginning on \_\_\_\_\_ and ending \_\_\_\_\_. The reason for this absence is

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I am fully aware that my child must assume primary responsibility for keeping up with school work during this period of voluntary absence. It is his/her responsibility to notify teachers in advance, although it may not be possible for the professional staff to accommodate assignment requests for students whose absence is due to parental choice. I further understand that classroom activities such as labs, class discussions, film, and speakers cannot be duplicated.

Signed: \_\_\_\_\_