



STUDENT VACATION - DURING THE SCHOOL YEAR

This form MUST be returned to the office before leaving on vacation or your absence will be marked UNEXCUSED.

Procedure

- 1. Parents should submit a written request to the building principal a minimum of two weeks in advance of the scheduled vacation and indicate the time period involved.
2. The building principal is authorized to approve vacation requests under the following provisions:
A. The family vacation period is necessary during the school year and the student is accompanying his/her parents on vacation. Parents should not request vacation days that take place during exam weeks/state testing weeks.
B. Absences for vacation days will be recorded as excused with credit.
C. Arrangements with teachers to obtain classroom assignments are made by parents and/or students through the school office, one week prior to the departure date.
D. One make-up for each day of absence shall be approved (2 for 2, 3 for 3, etc.).

PARENT'S REQUEST

(This form to be completed in duplicate*)

Please allow _____ to miss school for _____ school days from _____ through _____ for a family

vacation. All days missed due to vacation will be recorded as excused with credit.

Arrangements for make-up work follows the above stated guidelines.

Administrator signature

Parent signature

*Original for Principal's records

*Copy for the student (Should be shown to teacher when arrangements are made to obtain assignments.)

MAKE-UP ASSIGNMENTS FOR EXTENDED ABSENCES

Name

Grade

Dates Absent

Date - Student must have work
made up by above date

Reason for Absence

Authorized Signature

THIS FORM IS TO BE RETAINED BY STUDENT

Teachers list assignments in space indicated below.

Subject	Assignments