STUDENT VACATION OR PLANNED ABSENCE - DURING THE SCHOOL YEAR

This form should be returned to the office **before** leaving on a vacation/planned absence or your absence may 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/planned absence and indicate the time period involved.

2. The building principal is authorized to approve vacation/planned absence requests under the following provisions:

   A. The family vacation period/planned absence is necessary during the school year and the student is accompanying his/her parents on a vacation or planned absence. Parents should not request vacation/planned absence days that take place during exam weeks/state testing weeks.

   B. Absences for vacation/planned absence days will be recorded as excused with credit.

   C. Please note the additional form "Make-Up Assignments for Extended Absences" does not need to be completed for a planned absence. It only needs to be completed for a vacation, and those 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.).

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PARENT/GUARDIAN REQUEST

Please allow _____to miss school for ____school

days from _____through _____for a *(please indicate type of absence)*:

_____family vacation, or a

_____planned absence.

All days missed due to a vacation/planned absence will be recorded as excused with credit. Arrangements for make-up work follow the above-stated guidelines.

_____ _____

Administrator signature Parent signature

*Original for Principal's records
*Copy for the student *(should be shown to the teacher when arrangements are made to obtain assignments)*

MAKE-UP ASSIGNMENTS FOR EXTENDED ABSENCES

(only to be completed for a vacation absence, not a planned absence)

Name	Grade
Dates Absent	Date - Student must have work made up by the above date
Reason for Absence	Authorized Signature

THIS FORM IS TO BE RETAINED BY THE STUDENT.

Teachers, please list assignments in the space indicated below.

Subject	Assignments