

VACATION REQUEST FORM

BETHEL ELEMENTARY SCHOOL

Any absence from school is detrimental to the learning process, and for this reason, extended vacations during the school year are discouraged. If properly notified, the school district will excuse a MAXIMUM of five (5) school days per year for family vacation. Days taken past the allowable maximum will be considered unexcused and make up work cannot be accepted.

Vacations are excused absences only when the parent/legal guardian accompanies the student. Parents are encouraged to submit the request one week prior to departure. Parents will notify the teacher(s) in advance to request assigned work, and it is the responsibility of the student/parent to get the assignments from the teacher(s). Work received from the teacher(s) prior to the student's vacation must be submitted the same day the student returns to school in order to receive credit. Some work may need to be received from the teacher(s) once the student returns to school from his/her vacation. In this situation, the child will have the same number of days he/she has been excused for vacation to complete the work and submit it for grading at the end of that time period. A specific form listing assignments and their due dates will be provided to the student/parent as a guide to follow for the make-up work.

NAME OF STUDENT _____ GRADE _____

NUMBER OF DAYS REQUESTED FOR VACATION _____

BEGINNING DATE OF ABSENCE _____

RETURNING DATE TO SCHOOL _____

REASON(S) FOR REQUESTING LIMITED ABSENCE:

DATE FORM WAS COMPLETED _____

SIGNATURE OF PARENT/GUARDIAN _____

SHADED AREA FOR SCHOOL USE ONLY

Work Request Received: Teacher #1 _____ Teacher #2 _____ Teacher #3 _____
Teacher #4 _____ Teacher #5 _____ Teacher #6 _____

(Teachers, please initial that you've received this vacation request form and the related assignment sheets for completion.)

Student absences → _____ excused + _____ unexcused = _____ Total Days Absent

Application Status: _____ Approved _____ Not Approved

Principal's Signature _____ Date _____

Reason for Denial: _____