



VACATION REQUEST FORM

STUDENT'S NAME _____ GRADE _____

GUIDELINES:

1. A vacation form must be signed by the attendance secretary and all teachers one week (or more) prior to the departure date. If a teacher does not sign the form due to the student's excessive absence or poor grades, the student's parents will be contacted by the teacher.
2. Assignments will be furnished upon return (or in advance if the teacher is able). Students will have one day per day absent to complete and turn in assignments up to four days.
3. Student must be accompanied by their parents/guardians on vacation or days missed are unexcused and assignments will not be accepted.
4. Excused vacation days will be limited to five days per school year.
5. All vacation days taken will be excused unless the above rules are not followed.
6. Return request form signed by teacher, parent(s) and student to attendance office.

Dates of vacation: From _____ to return _____

Teacher's signature acknowledging the vacation dates:

Period 1 _____

Period 2 _____

Period 3 _____

Period 4 _____

Period 5 _____

Period 6 _____

Period 7 _____

Student's signature: _____ Parent signature _____

Date completed /returned _____

Attendance signature _____ Approved _____ Denied _____

