

Swartz Creek Middle School Vacation Request Form

Dear Parent(s),

This form has been developed for the purpose of securing approval from Administration in those situations where you would like to have your child's absence(s) excused due to a family-related vacation or trip. Please read through the entire form (Including attached policy sheet) and work with your child through the instructions of this approval process.

Instructions:

- 1.) Parent is to ensure the information below is accurately entered.

Student Name:		Grade:	
Requesting Excused Absences From:		Through:	

- 2.) The student will then provide each of his/her teacher's an opportunity to provide a progress grade and list any comments with respect to the request for excused absences.

Period	1	Subject:		Teacher:		Grade To Date:	
Comment(s):							
Period	2	Subject:		Teacher:		Grade To Date:	
Comment(s):							
Period	3	Subject:		Teacher:		Grade To Date:	
Comment(s):							
Period	4	Subject:		Teacher:		Grade To Date:	
Comment(s):							
Period	5	Subject:		Teacher:		Grade To Date:	
Comment(s):							
Period	6	Subject:		Teacher:		Grade To Date:	
Comment(s):							

PLEASE CONTINUE WITH APPROVAL PROCESS ON BACK SIDE OF PAGE.

3.) The student will then submit the completed form to this/her assigned assistant principal for approval of the requested excused absences.

Administrator Signature:		Date:	
Approval Granted: <div style="border: 1px solid black; width: 80px; height: 50px; margin: 10px auto;"></div> <div style="background-color: black; color: white; padding: 2px; text-align: center; border-radius: 5px; width: 100px; margin: 5px auto;">Admin. Initial:</div>	<input type="checkbox"/> Requested absences will be approved as “excused absences” <input type="checkbox"/> Administration is hesitant to provide approval as absences and/or academic performance has not been consistently satisfactory <input type="checkbox"/> Parent and student are strongly urged to attempt to make-up missed work concurrent to prearranged absences		
Request Denied: <div style="border: 1px solid black; width: 80px; height: 50px; margin: 10px auto;"></div> <div style="background-color: black; color: white; padding: 2px; text-align: center; border-radius: 5px; width: 100px; margin: 5px auto;">Admin. Initial:</div>	<input type="checkbox"/> Student’s current attendance record reflects excessive absences <input type="checkbox"/> Student’s academic performance has not been consistently satisfactory – successful completion of make-up work has not been evident <input type="checkbox"/> Administration will not approve the absences as “excused absences”		

4.) If approved, the parent is to sign the “Statement of Acceptance” and have the form submitted to the Attendance Office no later than (1) school week [or five school days] prior to the approved absences. Parent appeals to denied requests are to begin with the assigned assistant principal.

STATEMENT OF ACCEPTANCE			
<i>I understand the conditions cited by Administration and agree to take full responsibility for ensuring that my child completes the missed assignments and in a timely manner. I also understand that my child is highly encouraged to collect as much advanced make-up work as available and complete concurrently with the prearranged outage to lessen any negative impact of the absences.</i>			
Parent Signature:		Date:	

“APPROVED” FORMS ARE TO BE RETURNED TO THE ATTENDANCE OFFICE (1) WEEK PRIOR TO THE PREARRANGED ABSENCES!