



Fairfield Senior High School
 8800 Holden Boulevard · Fairfield, Ohio 45014
 Phone (513) 942-2999

Student Vacation Request Form

Parents/Guardians requesting permission for students to be absent from school for a vacation must complete this Student Vacation Request Form for approval. A request must be completed for each student. To be approved, vacation requests must meet the following criteria:

- a. Students must travel with parents/guardians.
- b. The request for vacation approval must be made at least (2) weeks prior to the vacation, excluding emergency situations.
- c. Absences due to approved vacations will be considered excused.
- d. Students will be given the opportunity to complete any class work, assignments, projects, or tests that are part of the course. Make-up tests will be administered at the teacher's convenience. All make-up work must be completed within (5) days after the student's return to school.
- e. If permission for the vacation is denied and the student goes on vacation, the days absent will be considered unexcused.
- f. Parent/Guardian must provide a brief summary demonstrating the educational value of the trip.

The Administrator/Principal has the right to deny a vacation request at his/her discretion for the following reasons:

- a. Excessive absences and/or discipline referrals
- b. Credit deficiency
- c. Incomplete or Missing Work

Student: _____ **Grade:** _____ **Homeroom:** _____
Date(s) of absence(s): _____
Description of vacation: _____

Please provide a brief summary describing the educational value of the trip.

Period	Class/Subject	Teacher Signature
FIRST PERIOD		
SECOND PERIOD		
THIRD PERIOD		
FOURTH PERIOD		
FIFTH PERIOD		
SIXTH PERIOD		
SEVENTH PERIOD		

I, the undersigned, attest that the above named student will be accompanied for the duration of this vacation by his/her parent(s)/guardian(s) or approved person(s) and assume responsibility for my student's completion of make-up work missed during the absence.

Parent/Guardian Signature: _____ **Date:** _____

Administrator Signature: _____ **Date:** _____