



ELEMENTARY VACATION REQUEST FORM

Dear Parent(s)/Guardian:

You have requested an excused absence for _____
(Student's Name)
from _____ through _____ for a vacation. After you have reviewed
(Date) (Date)
the following, please sign the form and return it to the Principals' office.

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

Family vacations will be excused when they are accounted for by prior contact between the home and building administrator.

- Arrangements for the absence must be made in advance of the student's leaving one (1) week prior to the starting date for the absence.
- A vacation that is not prearranged will result in an unexcused absence or absences.
- It should be acknowledged that such absences beyond five (5) days would be difficult to make up and may severely compromise the student's academic progress. **No more than ten (10) vacation days, (five) 5 days per semester will be granted per school year.**

I understand the conditions listed above and I have been in contact with my child's teacher. I am aware of what is required of my child and I also agree to take full responsibility for the work missed with the understanding the grades will be affected if work is not made up within the allowed time.

(Signature of Parent/Guardian) (Date)

I approve, or I do not approve of these absence(s).

(Administrator's Signature) (Date)

Cc: Office
Parent
Student's Teacher