

REQUEST FOR VACATION FORM

Student's Name _____ Grade _____ Phone _____

NUMBER OF DAYS ABSENT TO DATE _____

Dates of Vacation: Starting date _____ Ending date _____

Total number of school days requested _____ (5 days maximum)

Vacation days will count toward the 18 day maximum absence policy

Student must be accompanied by parent or legal guardian.

Place of vacation and comment _____

Parent Signature _____ Date _____

Principal Approval _____ Date _____

	Subject	Teacher Signature	Comment on Make-up Work Arrangements
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____

Vacation request forms must be completed and signed by the parent, submitted to the principal for approval, and then signed by each teacher one (1) week before vacation starting date. Untimely or incomplete vacation request forms will not be approved. The student is responsible for requesting, completing, and turning in all assignments on time. Students will have a maximum of five (5) school days to complete all make-up work. Vacation days cannot precede or extend Christmas vacation or Spring Break. Vacation days during semester or final exams will not be approved.

A minor or 18 year old student that goes on vacation without principal approval will be in violation of the attendance policy. This will be an unexcused absence and the student will earn a Grade of "F" / "Zero" for each day absent.

Student Vacations

Family Vacations should be scheduled on days when school is not in session. In extraordinary circumstances when the parent can demonstrate the necessity for requesting vacation days, the building principal may approve such a request.

Vacation days may be approved under the following conditions:

- 1. Vacation request forms must be completely filled out and submitted to the principal for approval one (1) week before vacation starting date. Untimely or incomplete vacation request forms will not be approved.**
- 2. Students will not be excused for vacations unless they are accompanied by their parents. This rule does not change when a student becomes 18.**
- 3. Maximum of five (5) vacation days for the school year. Vacation days are excused absences, but are counted toward the maximum 18 day limit. Days absent over the five day maximum will be unexcused absences.**
- 4. Student is responsible for requesting, completing, and turning in all assignments on time. Students will have a maximum of five (5) school days to complete all make-up work.**
- 5. Vacation days cannot precede or extend Christmas vacation or Spring Break.**
- 6. Vacation days during semester or final exams will not be approved. Tests cannot be taken early.**
- 7. Vacation request may be denied if a student has an excessive number of absences. (10 days or more)**
- 8. Vacation approval does not excuse a student from extracurricular activities or required practices.**
- 9. A minor or 18 year old student that goes on vacation without principal approval will be in violation of the attendance policy. This will be an unexcused absence and the student will earn a Grade of "F" / "Zero" for each day absent.**