Request for Family Vacation

Name _____________________  Grade_____  Date__________

Dates of anticipated absence __________________________________________

Reason for absence
_____________________________________________________________
__________________________________________________________
_____________________________________________________________

Teacher Signature  Date signed

Language Arts  ____________________________  ____________________________
Social Studies  ____________________________  ____________________________
Mathematics  ____________________________  ____________________________
Science  ____________________________  ____________________________
Expressive Arts  ____________________________  ____________________________

Band  ____________________________  ____________________________
Choir  ____________________________  ____________________________

Parent/Guardian  Administrator

It is recommended that a parent/guardian notify the office a minimum of five days prior to the absence. This form should be signed by parent/guardian and teachers and returned to the attendance office at least two days prior to the absence(s).

Teachers have the option of providing work prior to the absence and will state their expectations of a due date. It is the responsibility of the student to request and complete the work. Co-curricular classes may have additional classroom procedures and requirements that supersede this form. Please refer to your class’ co-curricular syllabus/handbook.

There is a limit of five vacation days per school year that will be considered excused. Additional days will be marked unexcused and/or absence of concern.

4/2013