

# 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.