



Vacation Request Form

Whenever possible, family trips should be planned so as to not interfere with a student's school attendance and academic progress. If this cannot be arranged and students must be absent from school for the purpose of a family trip, (lasting four or more school days) this form must be submitted to the school office at least one week prior to the beginning of the trip for principal approval.

School work will be provided upon the child's return, and he/she will be allowed to complete all missed work upon return to the classroom for full credit. The child's teacher will determine which tests and assignments will be reasonably equivalent to, but not necessarily identical to, the tests and assignments that were missed and coordinate a schedule with the parents.

To be filled out by the parents (one per child)

I request that:

_____ Child name

_____ Grade

be excused from school for these dates:

_____ Parent signature

_____ Date

To be completed by the teacher:

_____ Student is likely to maintain progress even with days missed.

_____ Student may struggle with gaps created by missed instruction.

_____ Student has difficulty whenever a day is missed.

_____ Teacher signature

_____ Date

To be completed by the principal:

_____ Vacation request approved.

_____ Vacation request denied

_____ Principal signature

_____ Date