

Request For Vacation Exemption / Planned Absence

Student's Name: _____ Home Phone: _____

Date: _____ Grade: _____ Teacher: _____

Dates of Vacation / Planned Absence: _____

Vacations during the school year are definitely discouraged by the Board of Education. If no alternate arrangements can be made, parents are to contact the building principal at least one week in advance (5 working days) of the anticipated absence. The granting of approval by the principal will be based upon such factors as ATTENDANCE, CURRENT GRADE AVERAGE, CLASSROOM PERFORMANCE, AND TEACHER RECOMMENDATIONS. If approval is granted, assignments will be issued prior to departure and due immediately upon return to school. The approval of a vacation does not give a student the privilege of being absent from school any other days that particular nine weeks. If the vacation exceeds three (3) days and if a student is absent from school any other days that particular nine weeks, a doctor's excuse is required and parents must set up a conference with the principal plus all work is to be made up.

Current performance:

Subject	Grade

Attendance:

Nine Weeks	Number of Days

_____ Principal's Signature

_____ Teacher's Signature

_____ Guardian's Signature