Family vacations should be taken when school is not in session whenever possible. Where circumstances require that a student miss school for a family vacation, the parent/guardian must notify the school prior to the absence and complete this form.

Student Name (one name per form) ______________________________________________

Dates the student will be out of school ____________________________________________

Parents/guardians should understand that such absences could affect the student’s academic progress. Students are responsible for obtaining missed work and completing in a timely manner. The length of time for completion of make-up work shall be commensurate with the length of the absence.

Parent Signature__________________________________ Date ______________________

Student Signature________________________________ Date ______________________

Elementary Teacher Signature____________________ Date ______________________

*Secondary Students – Have all of your teachers initial below to acknowledge that you have communicated this absence with them.

1st Hour _______

2nd Hour _______

3rd Hour _______

4th Hour _______

5th Hour _______

6th Hour _______

7th Hour _______