

Vacation Approval Form

Last Name:

First Name:

Today's Date:

Vacation Start Date:

Vacation End Date:

All work for a pre-planned absence must be requested in advance. Assigned work must be completed the day of the return or per arrangement made with the classroom teacher. The administration has the authority to deny a student's request for a pre-planned absence. The student's attendance pattern and/or behavior history as documented by referrals to the principal's office will provide the basis for the decision. ***No student will be eligible for an excused absence if the request for a pre-planned absence covers the final two weeks of the semester.***

Students with more than 1 unexcused absence will not be approved for a family trip/vacation.

Parent/Guardian Signature:

Student Signature:

Principal Signature:

Vacation School Work

First Hour:

Second Hour:

Third Hour:

Fourth Hour:

Fifth Hour:

Sixth Hour:

Seventh Hour:

