

Birch Lake Elementary
FAMILY VACATION REQUEST

Name _____ Grade _____ Date _____

School attendance contributes to academic success. Parents/guardians should understand that school absences could affect the student's academic progress. Whenever possible, family vacations should be taken when school is not in session. A family vacation is defined as a trip the family takes overnight and student(s) would be unable to come to school for part or all of the school days involved. When circumstances require a student to miss school for a family vacation, the parent/guardian must notify and obtain prior approval from the **Principal two weeks** prior to the absence. Failure to notify the school through the Family Vacation Request form is automatically marked as an unexcused absence.

I request that _____ be excused from attendance at school on the following dates: _____ for the following reason (be specific):

I have reviewed the paragraph above and understand the importance of attendance to learning.

Parent/Guardian Signature _____

Please return to the school office no later than one week prior to the start of the absence.

Additional students:

Name _____ Grade _____ Date _____

Name _____ Grade _____ Date _____

Name _____ Grade _____ Date _____

Office Use Only:

Administrative Signature _____

Current Attendance Summary: _____ Absences _____ Tardies

Current Attendance Summary: _____ Absences _____ Tardies

Approved _____

Declined: _____ Reason: _____

Parent contacted by: _____ Date: _____