

Lakeaires 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 my child _____ in (teacher's name) _____ class be excused from 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. I understand that some make-up work may not be arranged until after returning to school.

Parent/Guardian Signature _____

Please return to the school office no earlier than two weeks before, but no later than one week prior to the start of the absence.

Additional students:

Name _____ Grade _____ Date _____

Name _____ Grade _____ Date _____

Name _____ Grade _____ Date _____

<p>Office Use Only:</p> <p>Current Attendance Summary: _____ Absences _____ Tardies _____</p> <p>Current Attendance Summary: _____ Absences _____ Tardies _____</p> <p>Current Attendance Summary: _____ Absences _____ Tardies _____</p> <p>Approved _____</p> <p>Declined: _____ Reason: _____</p> <p>Parent contacted by: _____ Date: _____</p>
