



Vacation/Extended Leave Form

When at all possible, family trips should be planned so as not to interfere with a student's school attendance and education. If this cannot be arranged and students must be absent from school for the purpose of a family trip, prior authorization is needed for the absences to be considered excused.

Student absences requests should be submitted two weeks before the planned absences. The request should be made on this form and submitted to the principal for approval.

It may not be possible for all the missed school work to be prepared ahead of time. Some work may be very difficult to complete outside of the classroom. The teacher(s) will inform you of any homework that needs to be completed during missed school days. If homework is provided ahead of time, it is expected that the work be completed and turned in when the student returns to school.

I request that _____, Grade _____ be excused from attendance at school on the following dates for a family vacation.

Dates: _____

Parent Signature: _____

Period	To be completed by teacher (please check all that apply)	Teacher Signature & Assignment(s)
1	<input type="checkbox"/> District or state testing will occur during the requested absence. <input type="checkbox"/> Student is likely to maintain progress even with missed days. <input type="checkbox"/> Student may struggle with gaps created by missed instruction. <input type="checkbox"/> Student has difficulty whenever a day is missed.	
2	<input type="checkbox"/> District or state testing will occur during the requested absence. <input type="checkbox"/> Student is likely to maintain progress even with missed days. <input type="checkbox"/> Student may struggle with gaps created by missed instruction. <input type="checkbox"/> Student has difficulty whenever a day is missed.	
3	<input type="checkbox"/> District or state testing will occur during the requested absence. <input type="checkbox"/> Student is likely to maintain progress even with missed days. <input type="checkbox"/> Student may struggle with gaps created by missed instruction. <input type="checkbox"/> Student has difficulty whenever a day is missed.	
4	<input type="checkbox"/> District or state testing will occur during the requested absence. <input type="checkbox"/> Student is likely to maintain progress even with missed days. <input type="checkbox"/> Student may struggle with gaps created by missed instruction. <input type="checkbox"/> Student has difficulty whenever a day is missed.	
5	<input type="checkbox"/> District or state testing will occur during the requested absence. <input type="checkbox"/> Student is likely to maintain progress even with missed days. <input type="checkbox"/> Student may struggle with gaps created by missed instruction. <input type="checkbox"/> Student has difficulty whenever a day is missed.	
6	<input type="checkbox"/> District or state testing will occur during the requested absence. <input type="checkbox"/> Student is likely to maintain progress even with missed days. <input type="checkbox"/> Student may struggle with gaps created by missed instruction. <input type="checkbox"/> Student has difficulty whenever a day is missed.	
7	<input type="checkbox"/> District or state testing will occur during the requested absence. <input type="checkbox"/> Student is likely to maintain progress even with missed days. <input type="checkbox"/> Student may struggle with gaps created by missed instruction. <input type="checkbox"/> Student has difficulty whenever a day is missed.	
Adm.	<input type="checkbox"/> Absence Approved. <input type="checkbox"/> Absence approved with reservation due to previous absences. <input type="checkbox"/> Absence approved with reservations about missed learning <input type="checkbox"/> Absence not approved	Principal's Signature & Date