

**Manchester Valley High School
Vacation Approval Form**

It is strongly recommended that parents plan vacation for times when school is not in regular session. It is recognized, however, that occasionally students are absent for necessary or important family activities. When this occurs, prior written notification from a parent is to be approved by an administrator, signed by your teachers and returned to the Main Office **before** the vacation. Even though the absence may be excused, students are required to make up work missed during that time. Some schoolwork missed, such as class participation or laboratory experiments, does not lend itself to make up. Missing such assignments may also affect a student's grades. All absences will apply to the school's attendance policy and may result in the denial for a course credit. Teachers will not be expected to provide work for students before leaving on a pre-approved absence. Students will be given a specific deadline when makeup work is to be completed.

NAME: _____ GRADE: _____

STUDENT NUMBER: _____ TODAY'S DATE: _____

PHONE NUMBER WHERE PARENT OR GUARDIAN CAN BE REACHED:

DAY: _____ EVENING: _____

DATE OF ABSENCE(S): _____

STUDENT SIGNATURE: _____

ADMINISTRATOR SIGNATURE: _____

Teacher Acknowledgement and Make-up Work Agreement

ADVISOR: (if missed during vacation): _____

MOD 1. _____ Date Signed: _____ Make up work will be due by: _____

MOD 2. _____ Date Signed: _____ Make up work will be due by: _____

MOD 3. _____ Date Signed: _____ Make up work will be due by: _____

MOD 4. _____ Date Signed: _____ Make up work will be due by: _____

B Day: _____ Date Signed: _____ Make up work will be due by: _____

B Day: _____ Date Signed: _____ Make up work will be due by: _____

I, _____ (student name) understand that any work missed is my responsibility to complete by the dates listed above for each of my teachers. I fully understand that any work not completed by the listed dates could result in less than full credit for the assignment(s) or no credit awarded at all. I agree to complete all work missed by the due dates listed.

Student Signature: _____ Date: _____

THIS FORM AND ATTACHED NOTE MUST BE RETURNED TO THE MAIN OFFICE PRIOR TO DAYS(S) OF ABSENCE.