



**South Carroll High School  
Vacation / Travel / Extended Leave / Notification 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 of a course credit (i.e. PE classes). 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.

TODAY'S DATE: \_\_\_\_\_ NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

DATE OF ABSENCE(S): \_\_\_\_\_

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: \_\_\_\_\_

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 AN ATTACHED NOTE FROM A PARENT / GUARDIAN MUST BE  
RETURNED TO THE MAIN OFFICE PRIOR TO DAYS(S) OF ABSENCE**