This form will need to be completed only if your child will be out of school for more than 2 consecutive days. Complete the top portion, have your child take it to their homeroom teacher for their signature, and then return it to the office for final approval. If your child is only going to be gone 1-2 days, send a note into the office and have your child request homework in advance.

BLUFFTON EXEMPTED VILLAGE SCHOOL

VACATION REQUEST FORM

We would like to request vacation leave for our son/daughter _____

_____. We intend to be on vacation from _____ to

_____ and will return to school on _____.

We understand that it is our child's responsibility to obtain, complete, and return all work which may be assigned while we are away. Tests are to be completed within a reasonable amount of time upon return. Teachers *are not required* to make extensive assignment or pursue their completion when students go on vacation. Vacations which fall the last week of any semester may not be approved.

PARENT SIGNATURE: _____

DATE OF REQUEST: _____

Teachers: Please acknowledge the above absence by checking and initialing below. Assignments may be made when feasible and at your discretion. Although a student is not in good academic standing, vacation leave may still be approved by the office.

IN GOOD STANDING	IN POOR STANDING	TEACHER'S COMMENTS	INITIALS