

APPLICATION FOR VACATION

Occasionally, due to a parent's vacation schedule, it may be appropriate to excuse a student's absence from school to accompany their parents on vacation. We recognize that parents often have little or no control over the vacation time granted them by their employer.

In order for a student to be excused, this application should be completed and signed by the parent at least **one week prior** to intended absence. This should be returned to the principal's office for approval.

Student absence will only be excused if this form has been completed, returned, and approved. Also, the student must be going with their parents. Arrangements for all missed assignments must be made prior to leaving, and completed by times established by the individual teachers.

Student's Name _____

Dates of Intended Absence _____

Reason for Absence _____

Parent's Signature _____

Principal's Signature of Approval