

# Allen East Local Schools

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*Mel Rentschler, Superintendent*  
*Andrea Snyder, Treasurer/CFO*  
*Tiffini Flugga Elementary Principal*  
*Heather Patterson, Middle School Principal*  
*Jeff Amspoker, High School Principal*

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## VACATION FORM

All vacation forms must be filled out and turned in two weeks prior to your vacation. The form will also need to be approved by the principal and each of the student's teachers.

\_\_\_\_\_ (student's name) will be on vacation to  
\_\_\_\_\_ (where) with his/her family beginning  
\_\_\_\_\_ (date) and will be returning to school on  
\_\_\_\_\_ (month/day/year).

It is the responsibility of the student to contact teachers and obtain homework.

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Teacher

*Family vacations are excused up to seven school days per year. The building principal must approve this prior to vacation.*

**\*\*Students must also be in good academic standing to be approved.**

\_\_\_\_\_  
Parent's signature verifying student(s) are with them.

\_\_\_\_\_  
Principal's signature