



# Vacation Form

The student must complete this form and have it signed by every teacher a **minimum of one week** prior to leaving on vacation. At this time, the student should also request the work he/she will miss while on vacation. A teacher may choose not to sign the form due to excessive student absences or poor academic results. Any assignments given prior to the vacation must be turned in on the date of return.

The Board does not believe that students should be excused from school for non-emergency trips out of the District; however guidelines have been developed for family vacations and are outlined in the Student Code of Conduct. The responsibility for such absence resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. Student vacations will not be approved during the week(s) of state testing.

Parents are encouraged not to take their child out of school for vacations. However, *five days are allowed within the ten-day policy. When a family vacation must be scheduled during the school year, it must be pre-approved by the Principal five days in advance in order for it to be excused.* Vacation request forms are available in the office. If a student has already had 10 absences, the vacation will be denied and all days thereafter will be unexcused. Vacations will not be approved during statewide testing.

Number of days absent to date \_\_\_\_\_ Number of tardies to date \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Vacation Dates \_\_\_\_\_

Educational value of the trip: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_ (Math/Science)

Teacher Signature \_\_\_\_\_ (Soc Stud/LA)

Teacher Signature \_\_\_\_\_ (Art/Music/PE)

Principal Signature: \_\_\_\_\_ Date \_\_\_\_\_

**\*\*Failure to fully complete this form will result in the absences being counted as unexcused.\*\***