

Date Submitted: _____

Fairless Local Schools

Vacation Request Form



Student's Name: _____ Grade: _____

REQUESTED VACATION PERIOD: _____ TO _____

VACATION POLICY: A student may be granted an excused absence to go on a family vacation under the following conditions:

1. No family vacations will be approved during state testing.
2. This form needs to be completed and turned in at least one week prior to the requested absence.
3. The student will secure all assignments previous to the vacation and then have one day, plus the number of days granted, in order to complete assignments.
4. When the student returns to class, he/she will not be excused from assuming full responsibility for current work.
5. The student's current academic standing must be acceptable.
6. The student must not be at-risk for excessive absence. (Sixty-five (65) or more hours of absences in one school year is considered excessive.)
7. Final approval of the vacation rests with the administration.

HOURS ABSENT THIS YEAR: _____ UNEXCUSED ABSENCES: _____

IF THIS REQUEST IS DECLINED AND THE STUDENT CHOOSES TO GO ON VACATION, THE ABSENCE WILL BE RULED AS UNEXCUSED.

STUDENT SIGNATURE: _____ DATE: _____	STAFF SIGNATURE(S): _____ _____ _____ _____ _____ _____
PARENT SIGNATURE: _____ DATE: _____	
ADMINISTRATOR SIGNATURE: _____ DATE: _____	