

# Allen East Local Schools

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*Mel Rentschler, Superintendent*  
*Andrea Snyder, Treasurer/CFO*  
*Tiffini Flugga, Elementary Principal*  
*Nicole Rettig, Middle School Principal*  
*Jeff Amspoker, High School Principal*  
*Allan King Jr. Athletic Director*

## 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

*Family vacations are excused up to ten school days per year with no more than seven days in one semester. 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