

This Form is to be used for requesting prior approval for a family trip/ vacation ONLY. We must receive this request at least 5 days prior to planned absence.

Robert F Woodall Elementary School

300 Eden Way
White House, TN 37188
Phone 615-972-7772 / Fax 615-672-7276

Dinah Maupin, Principal

Patricia Appleby, Assistant Principal

Family Trip/ Vacation- Prior Approval Form

Student Name _____ Grade/Teacher _____

The student above is requesting prior approval for an absence from school for a family trip/ vacation. I/We understand that requesting all makeup work is the responsibility of the student.

For you to get an absence/ tardy/ early dismissal excused for a trip, you **MUST** submit the proper paperwork to the front office and the student's teacher **BEFORE** the absence. No more than 5 days (consecutive or throughout the school year) can be excused. Approval will also be based on the student's current and prior attendance history.

Important Notice:

Attendance is a key factor in student achievement and students are expected to be present each day school is in session. Per the Robertson County Board of Education, family vacation/ out of town absences may be excused on a limited basis by school administration **IF** requested in advance. If this form is not turned in **PRIOR** to a vacation or out of town trip, the absence will **NOT** be excused. We appreciate our RFE families trying to schedule family vacation during one of our many breaks; however, we do understand that it is not always possible. Additional forms are always available on our school website or in the office.

Reason for Absence:

Dates of Planned Absence: _____

Parent Signature: _____ Phone Number: _____

Parent Email Address: _____

(we will notify you through email once request has been Approved/Denied)

(Office use only)

Principal Signature: _____ Date: _____

_____ Approved

_____ Not Approved, explanation: _____