

Lakewood Middle School Vacation Absence Request

The scheduling of vacations while school is in session is discouraged and normally will be recorded as an unexcused absence. However, the administration is aware that in some cases extenuating circumstances intervene, and consequently, might approve vacation requests on a case-by-case basis if the vacation requests are made in writing and submitted to the consideration of the middle school administration 10 days prior to the expected student's absences. Administrative approval is predicated upon various factors such as attendance history and/or grades.

Per law, students are authorized up to 38 hours of excused absences in one (1) month or a total of sixty-five (65) hours in one (1) school year before they are deemed "excessively absent" in which case they will be placed on "medicals only" status for the remainder of the school year per school policy. In this case, students would need to provide documentation for any future absence in order for it to be recorded as excused.

I request that my child, _____ receive excused absences from _____ to _____, for a total of _____ hours.

(1 day = 6 hours)

Following reason:

If excused absences are granted, I understand that it is my child's responsibility to make up any and all work assigned during that time.

Signed _____

Date _____

Relationship to child _____

Excused Absences are granted _____ YES _____ NO

Administrator Signature _____

Date _____