



NORTHWEST COMMUNITY SCHOOLS
VACATION REQUEST – ABSENCE FROM SCHOOL

Family vacations should be taken when school is not in session whenever possible. Where circumstances require that a student miss school for a family vacation, the parent/guardian must notify the school prior to the absence and complete this form.

Student Name (one name per form) _____

Dates the student will be out of school _____

Parents/guardians should understand that such absences could affect the student's academic progress. Students are responsible for obtaining missed work and completing in a timely manner. The length of time for completion of make-up work shall be commensurate with the length of the absence.

Parent Signature _____ Date _____

Student Signature _____ Date _____

Elementary Teacher Signature _____ Date _____

*Secondary Students – Have all of your teachers initial below to acknowledge that you have communicated this absence with them.

1st Hour _____

2nd Hour _____

3rd Hour _____

4th Hour _____

5th Hour _____

6th Hour _____

7th Hour _____