

## Minneapolis Public Schools

### Family Vacation Request

School attendance contributes to academic success. Parents/Guardians should understand that school absences could affect the student's academic progress. Whenever possible, family vacations should be taken when school is not in session. A family vacation is defined as a trip the family takes overnight and the student(s) would be unable to come to school for part or all of the next school day(s). When circumstances require a student to miss school for a family vacation, the parent/guardian must notify and obtain approval from the school Principal prior to the absence. This form must be submitted at least ten days prior to the first day absent for vacation. **Failure to notify the school prior to the vacation may be counted as an unexcused absence.**

Student Name \_\_\_\_\_ Grade/Room \_\_\_\_\_

Student Name \_\_\_\_\_ Grade/Room \_\_\_\_\_

Student Name \_\_\_\_\_ Grade/Room \_\_\_\_\_

I request the above student(s) be excused from attendance at school on the following dates:

\_\_\_\_\_, returning on \_\_\_\_\_ for the following reason:

\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please turn into the school office as soon as possible, and no later than one week prior to the start of the absence.**

Current Attendance Summary: \_\_\_\_\_ Absences \_\_\_\_\_ Tardy

Approved \_\_\_\_\_

Declined \_\_\_\_\_ Reason: \_\_\_\_\_

School Administrative Signature \_\_\_\_\_