

Adams 12 Vacation Notification Form

This form is for parents/guardians to submit vacation requests to their school administrator. Vacation absences may be marked as unexcused absences due to the students previous attendance or their academic standing and is at the discretion of the school administrator. Excessive absences, whether excused or not, may trigger the district truancy process.

Students name: _____

Dates the student will be absent: _____

Date student will return to school: _____

District Policy 5020.6.6

Vacations or non-emergency activities should be scheduled for days or times when students are not in school. Reasonable requests for absences to be excused due to vacation or for other non-emergency reasons will be approved if the student has a 95% or higher attendance rate over the prior two (2) grading periods, and if the student is otherwise meeting academic performance expectations as determined by school administration.

I understand that these absences will only be excused if they meet the criteria from **District Policy 5020.6.6.**

_____ Parent Signature

SCHOOL USE ONLY:

Absence Data as of:

	Excused Absences	Unexcused Absences
Prior Grading Period #1		
Prior Grading Period #2		

Office Note: _____
