

**FRANKLIN MONROE
FAMILY LEAVE/VACATION FORM**

Leave/Vacation Policy:

Every attempt should be made by students and parents to schedule trips and vacations during periods of time when school is not in session. If it is impossible for the trip to be taken at any other period of time than during the period in which school is in session, the parent is to contact the school a minimum of three days prior to the trip.

A vacation form must be completed and on file in the principal's office before the student leaves on vacation. No student is permitted to be excused for more than **45.5** hours for trips or vacations during the school year, and work must be completed and turned in to the teacher within the number of days missed upon returning to school. Students are responsible for any assignments missed (homework, projects, reports, tests, etc.).

Unexcused days will result in zeros (0) for all work in which a grade is taken. **Vacations should not be scheduled for the first or last two weeks of the school year.** Requests that fall outside of the above guidelines will be submitted to the building principal for review. Final judgment in such cases will rest with administration.

Student Name: _____ Grade: _____ Today's Date: _____

Date(s) student will be absent from school: _____

Please give brief explanation of destination or reason for leave: _____

How many vacation or family leave hours has your child taken during this school year? _____

How many days of school has your child missed during this school year? _____

How many school days will your child miss on this vacation/leave? _____

Parent Signature _____

All missed hours will count toward the total permitted by the Franklin Monroe School Board Attendance Policy (see student handbook for attendance policies).

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TO BE COMPLETED BY THE OFFICE:

Hours Excused _____ Hours Unexcused _____

Reason for unexcused hours: _____

Principal's Signature _____

Date: _____