

AMERICAN LEADERSHIP ACADEMY

Excused Absence for Family Vacation Request

American Leadership Academy encourages families to schedule family trips/vacations during the periods in which school is out of session. Where family vacations cannot be scheduled during regular breaks, students may be excused from school given they meet the following requirements:

1. Complete this Family Vacation Request form no later than one week in advance of the scheduled vacation (A.R.S. § 15-901(A)(2)) .
2. Coordinate resources for missed instruction and assignments with instructor(s) in advance. A list of tasks/assignments to be completed must be provided in writing with the instructor's signature and date.
3. Complete missed assignments and submit them immediately upon return to school. Verification that the tasks/assignments have been completed signed by the student's instructor(s) must be submitted to the office within 5 school days of return to school.
4. Obtain Director approval of Family Vacation Request. At Director discretion, the approval may be submitted to the Governing Board for approval.

Should the family/student fail to meet any of the above requirements, the absences will not be excused. Further, the Parent/Guardian is notified that:

1. 10 consecutive unexcused absences will result in automatic withdrawal of the student.
2. Students with absences (both excused and unexcused) totaling 18 or more during the school year will be referred to a truancy officer (A.R.S. § 15-802 (E) & 15-803 (B)).

I, the undersigned parent/guardian do hereby agree to the terms stipulated above for approval of a Family Vacation Request:

Student Names
(One form Per Campus)

Parent/Guardian Signature

Date

Director Signature

Date

Student Information		
Last Name:	First Name:	Date of Birth:
Teacher:	Grade Level:	Dates of Vacation:

Tasks & Assignments		
Tasks	Resources	Notes

Instructor Signature _____

Date _____

*Make additional copies for multiple instructors, more tasks.