



VACATION REQUEST FORM

Morton Middle School

STUDENT'S NAME: _____ **GRADE:** _____

Family Vacations – **The taking of family vacations during the school year is highly discouraged. Please try to plan around the approved school calendar.** Family vacations will be excused if the following guidelines are met:

- A vacation form must be signed by the student, parent, and all teachers and submitted to attendance secretary at least **one week prior** to the departure day. If a teacher does not sign the form due to the student's excessive absence or poor grades, the teacher will contact the student's parents.
- Assignments given prior to departure must be turned in on the date of return. Assignments given upon return will have one day per day of absence to complete assignments (up to 5 school days total). Exceptions are at the discretion of the administration.
- There is a limit of 32.5 hours of school time missed for vacation. Vacation time will count towards the allotted 65-hour limit before documentation is required.
- Religious Reasons (such as mission trip, etc.) are permitted.
- Vacation days will NOT be approved or excused during state testing dates.

VACATION DATES:

First date missing school: _____ Date returning to school: _____

Teacher's signature acknowledging the vacation dates: **Students, if you do not have a class during one of the periods below, place N/A on the signature line.*

Period 1: _____

Period 5: _____

Period 2: _____

Period 6: _____

Period 3: _____

Period 7: _____

Period 4: _____

Period 8: _____

Parent/Guardian Signature: _____

Office Use Only

Attendance Secretary: _____ (current absent hours)

Date Form Submitted: _____

Principal/Assistant Principal:

Approved: _____ **Denied:** _____ **Signature:** _____