VACATION REQUEST FORM

Helke Early Learning Center | Demmitt Elementary | Smith Intermediate

GUIDELINES:

1. A vacation form must be signed by the principal and all teachers 5 days prior to the departure date.
2. Assignments will be furnished upon return (or in advance if the teacher is able). The student will have one day per day absent to complete and turn in assignments up to four days.
3. Student must be accompanied by their parents/guardians on vacation, or the days missed are unexcused and assignments will not be accepted.
4. Five vacation days are allowed within the ten day attendance policy. It must be pre-approved by the principal five school days in advance in order to be excused. If the student already has ten absences, the vacation will be denied, and days thereafter will be unexcused. Additionally, no absences for vacation will be approved during state-mandated testing.
5. All vacation days taken will be considered excused unless the above rules are not followed. YOU WILL BE NOTIFIED IN WRITING ONLY IF THE VACATION IS NOT APPROVED.
6. Return request form signed by teacher and parent(s) to the Principal.

TO BE COMPLETED BY THE PARENT (One form per child):

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

Grade: _____ **Homeroom Teacher's Name**: _____

Dates of Vacation - From: _____ **To**: _____

Parent/Guardian Signature: _____

TO BE COMPLETED BY THE SCHOOL. Signatures verify the vacation.

Teacher's Signature: _____ **Date**: _____

Approved: _____ Denied: _____

Principal's Signature: _____ **Date**: _____

Approved: _____ Denied: _____

School Building (Circle One): HELKE SMITH DEMMITT

Date form is completed and filed the office: _____