



VACATION REQUEST FORM

Butler High 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. 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.
- b. 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.
- c. 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.
- d. Religious Reasons (such as mission trip, etc.)
- e. NO vacation days will be approved during semester exams.

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 6/7: _____

Period 2: _____

Period 7/8: _____

Period 3: _____

Period 9: _____

Period 4/5: _____

Period 10: _____

Period 5/6: _____

Student Signature: _____

Parent/Guardian Signature: _____

Office Use Only

Date form submitted: _____ **Attendance Secretary:** _____

Assistant Principal: **Approved:** _____ **Denied:** _____ **Signature:** _____