



### JMS Vacation Absence Approval

The school realizes that educational benefit can be gained for students when they are on vacation with their parents. The school will allow students to participate on a vacation with their parents if the following procedures have been completed.

1. Written application for approval of vacation days must be submitted to the principal by a parent or guardian five days prior to the start of the vacation.
2. The principal will consider the following in determining the approval or rejection of a vacation request.
  - a. Extracurricular eligibility standards
  - b. Satisfactory progress in academic achievement
  - c. Appropriate behavior in school and adherence to the attendance policy
3. When the principal receives information on the student's grades, a meeting with the principal and parents/guardians may be held regarding approval or rejection of vacation.
4. The school will allow up to a maximum of five days of vacation.
5. After approval is granted, any homework that can be completed before or during the vacation will be assigned.

Student Name: \_\_\_\_\_

Dates of Absence Requested: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

**I understand that my son/daughter must make arrangements with his/her teachers to complete missing work.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Teachers have been notified of absence.
- Student has made arrangements with teachers to make up assignments.
- I understand my student may access Schoology while on vacation to keep current with studies if needed.

Teacher initials by class period:

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ 4th \_\_\_\_\_ 5th \_\_\_\_\_ 6th \_\_\_\_\_ 7th \_\_\_\_\_ 8th \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_