

Louisville Middle School VACATION Excuse

_____ is planning a family vacation from _____
Student's name Date
to _____. They will be back in school on _____.
Date Date

Students may be considered excused for vacation leave provided advanced notification is given to teachers and the Attendance Office that is signed by parent/guardian.

Teachers may choose to give work PRIOR to the Vacation or when the student returns. **Work that is given prior to leaving for the Vacation must be turned in upon returning. Late work turned in will be graded according to each teacher's late work policy.

Teachers giving work AFTER the student returns from the Vacation, must give the student the number of days absent due to the Vacation to make up the work. For example, if a student misses 4 days due to the Vacation, they will have 4 days upon returning to have ALL WORK completed.

TEACHERS - please sign below that you have made arrangements for make-up work with the student.

Period	Make-Up Work <u>Given</u>	Make-Up Work <u>After</u> Vacation
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____

Guidance Dept. Signature

Assist. Principal Signature

****By signing this, I understand the make-up work policy stated above:**

Student's Signature

Parent's Signature

****Return this paper to the Attendance Office when ALL signatures are complete****