VACATION EXCUSE

_____ in grade _____ is planning a family vacation on

_____ through _____, inclusive.

Per our Board of Education approved handbook, only one (1) vacation will be approved per school year, provided this Vacation Excuse Form has been completed & approved in advance. **Additionally, there are no family vacations that will be excused during the last week of school and no make-up exams will be given.**

1) You may choose to collect work from your teachers before leaving for your approved vacation. If you choose this option, **ALL WORK** must be turned in the day of your return. Work that is turned in late will be graded according to each teacher's late-work policy.

2) You may choose to collect work upon your return from vacation. In this instance, you will have as many days as you were absent for the approved vacation to complete the work. For example, if you miss 4 days due to vacation, you will have 4 days upon your return to have **ALL WORK** completed.

Staff - Please sign below stating you have made arrangements for make-up work with the student.

MOD:	Make-Up Work Given	Make-Up Work Will Be Given **AFTER** Vacation	
1	_____	1	_____
2	_____	2	_____
3	_____	3	_____
4	_____	4	_____
5	_____	5	_____
6	_____	6	_____
7	_____	7	_____
8	_____	8	_____
	_____		_____
	LHS Guidance Counselor		LHS Assistant Principal

By signing this, I understand the make-up work policy in this document.

_____ _____/_____

Student Signature Parent Signature Date