

## Submitting a Second Vacation Request Form

Follow this procedure if you have already submitted a vacation request to your student's school.

Go to: Online Forms> Select your student> Click View

Online Forms  
Thomas Jefferson High School  
Calendar  
Gradebook  
Attendance  
Student Info  
Busing  
Food Service  
Schedule  
Test Scores

Vacation Request View  
Please fill out this form if you will be taking your student out of school for an educational vacation or field trip.  
Completed, 01/05/2023 12:56pm

Vacation Request View  
Please fill out this form if you will be taking your student out of school for an educational vacation or field trip.  
Completed, 08/31/2022 9:10am

Click on Mark as Not Complete and Make Changes

Vacation Request  
Pleasant Hills Middle School  
Print | Mark as not completed and make changes

**Step 2. Complete Vacation Request (Required)**  
By completing Vacation Request, you are confirming that the Steps below have been finished.  
Are you sure you want to complete Vacation Request for Carson?

Click Close and finish later

Vacation Request  
Thomas Jefferson High School  
Print

**Step 2. Complete Vacation Request (Required)**  
By completing Vacation Request, you are confirming that the Steps below have been finished.  
Are you sure you want to complete Vacation Request for Carson?

Review Vacation Request Steps  
Step 1) Education Vacation Request Completed 01/12/2023 11:21am

Submit Vacation Request

District Message  
1. Education Vacation Request  
Completed 01/12/2023 11:21am

2. Complete Vacation Request

Previous Step Next Step  
Close and Finish Later

Go Back to> Online Forms> Select your student> Click Fill Out Form

Thomas Jefferson High School

Vacation Request Open Fill Out Form  
Please fill out this form if you will be taking your student out of school for an educational vacation or field trip.

Vacation Request Open Fill Out Form  
Please fill out this form if you will be taking your student out of school for an educational vacation or field trip.

- Click on Education Vacation Request under District Message

Vacation Request  
Elementary School

District Message  
Please fill out this form if you will be taking your student out of school for an educational vacation o

1. Education Vacation Request  
2. Complete Vacation Request

Next  
Close and Finish Later

Click Add

Step 1. Education Vacation Request (Required)

View Full Screen

Date Created	Time Created	Canvas Participation-No	Canvas Participation-Yes	Educat	
08/31/2022	9:09 am	No	No	Explor	Add
08/30/2021	3:20 pm	No	No	We wi	Edit
					Delete

- Enter Data into the form for the requested vacation

- After all data has been entered go to the bottom of screen> Click Complete Step 1 Only (saves form data)

- On Right Side of screen> Click Next Step> Click Submit Vacation Request (submits form for district review)

**Step 2. Complete Vacation Request (Required)**  
By completing Vacation Request, you are confirming that the Steps below have been finished.  
Are you sure you want to complete Vacation Request for Carson?

Review Vacation Request Steps  
Step 1) Education Vacation Request Completed 10/20/2021 9:22am

Submit Vacation Request

District Message  
1. Education Vacation Request  
Completed 10/20/2021 9:22am

2. Complete Vacation Request

Previous Step Next Step  
Close and Finish Later

Your form has been submitted and someone from the school's office will be in contact if they have any questions