

Student Copy _____
Office Copy _____

*Elizabeth Forward School District
Vacation Request Form*

Under the Elizabeth Forward School District Attendance Policy, student absences from school resulting from family vacations with an educational value will be granted **UP TO FIVE (5) DAYS PER SCHOOL YEAR**. If the student is absent more than allowable, the absences will be marked **UNLAWFUL/UNEXCUSED**.

Educational vacations shall be ruled excused if:

The parent/guardian provides a written request for excusal to the building principal on this form provided by the school district, which will indicate the school days to be missed, the trip's destination, and the trip's educational value. **THE REQUEST MUST BE MADE AT LEAST FIVE (5) SCHOOL DAYS BEFORE DEPARTURE. THE VACATION REQUEST WILL NOT BE APPROVED IF THE STUDENT REQUIRES A MEDICAL EXCUSE FOR HIS/HER ABSENCES.**

The student/parent shall complete this form from the building principal and present it to his/her teacher(s) in order to obtain assignments.

The student shall give the completed assignments to his/her teacher(s) and arrange for the completion of additional assignments and/or tests if necessary.

All academic work shall be completed within a period not exceeding the number of days absent due to the trip.

Student Name: _____ HR Teacher _____

Parent/Guardian Signature _____

Date(s) of absence(s) _____ Destination _____

Please give a summary explaining the educational value of this trip:

Building Principal: _____

Principal Signature: _____ Date: _____

Please Circle Your Students School:

High School Middle School Central Greenock Mt. Vernon William Penn