

KANKAKEE VALLEY SCHOOLS

VACATION REQUEST FORM (Complete form and return to the Attendance Office)

STUDENT NAME _____ GRADE _____

VACATION DATES REQUESTED _____

If a family vacation cannot be scheduled around the school schedule, parents may make a one time request during a school year for a student to be excused for vacation. This form must be submitted to the attendance office at least five (5) days prior to the anticipated absence. Students will be excused for a period not to exceed five (5) days. If the request is for less than the maximum five allowed, the remaining days may not be requested at a later time during the school year. A student must have passing grades in all classes at the time of the request to qualify for an excused vacation.

Vacation days will not be excused for the last five days of a term or semester due to final exams or for the two weeks prior and during the administration of end of course assessments.

STUDENTS AND/OR THEIR PARENTS ARE RESPONSIBLE FOR CONTACTING TEACHERS REGARDING HOMEWORK OR MAKE-UP WORK DUE TO THEIR ABSENCE. Students will have one day for each day that they are absent to make up work and submit it to their teachers. Any work submitted after the make-up deadline will result in loss of credit.

If a student is denied the vacation request and the family decides to go on the vacation, no homework credit will be given, but the student may contact the teachers for make-up work to be graded.

Parent Signature

Date

Approved ☐ Yes ☐ No

Reason for Denial (if applicable) _____

Administrator Signature

Date