Allen East Local Schools
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Mel Rentschler, Superintendent
Andrea Snyder, Treasurer/CFO
Tiffini Flugga, Elementary Principal
Jill Ackerman, Middle School Principal
Jeff Amspoker, High School Principal

VACATION FORM

All vacation forms must be filled out and turned in two weeks prior to your vacation. The form will also need to be approved by the principal and each of the student's teachers.

_____ (student's name) will be on vacation to

_____ (where) with his/her family beginning

_____ (date) and will be returning to school on

_____ (month/day/year).

It is the responsibility of the student to contact teachers and obtain homework.

Teacher _____	Teacher _____
Teacher _____	Teacher _____
Teacher _____	Teacher _____
Teacher _____	Teacher _____

Family vacations are excused up to ten school days per year with no more than seven days in one semester. The building principal must approve this prior to vacation.

**Students must also be in good academic standing to be approved.

_____
Parent's signature verifying student(s) are with them.

_____
Principal's signature