

## Greensburg Salem School District

### Student Vacation Request

*We encourage parents to take family vacations around summer recess and scheduled breaks during the school calendar so that students do not miss valuable instruction time and unrecoverable educational opportunities. Students' current and past attendance record and academic performance will be considered when a request is received.*

**Guidelines:**

1. The Vacation Request form must be made at least two weeks prior to the vacation.
2. The number of vacation days shall not exceed five (5) days per year.
3. Requests for family trips for educational purposes may be considered as excused absences if prior approval is received from the respective principal and the duration and frequency of vacations do not interfere with the child's educational progress.
4. Students will be responsible for all classroom assignments during this period.
5. Any family trips for which prior approval is not obtained may be considered as unexcused and/or unlawful and if in excess of three (3) days, a first notice for attendance or truancy may be served on the parent or guardian.

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Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School Building: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Vacation Dates: \_\_\_\_\_

Reason for Request/Educational Value of Trip:

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Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

| Period | Subject | Teacher Signature | Period | Subject | Teacher Signature |
|--------|---------|-------------------|--------|---------|-------------------|
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|        |         |                   |        |         |                   |
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|        |         |                   |        |         |                   |

Request is: \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED

Comments: \_\_\_\_\_

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Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_