



Family Vacation Request

School attendance contributes to academic success. Parents/Guardians should understand that school absences could affect the student's academic progress. Whenever possible, family vacations should be taken when school is not in session. A family vacation is defined as a trip the family takes overnight and the student(s) would be unable to come to school for part or all of the next school day(s). When circumstances require a student to miss school for a family vacation, the parent/guardian must notify and obtain approval from the school Principal prior to the absence. **Failure to notify the school prior to the vacation may be counted as an unexcused absence.**

Student Name _____ Grade/Room _____

Student Name _____ Grade/Room _____

Student Name _____ Grade/Room _____

I request the above student(s) be excused from attendance at school on the following dates:

_____, returning on _____ for the following reason:

Parent/Guardian Signature _____ Date _____

Please turn into the school office as soon as possible, and no later than one week prior to the start of the absence.

Current Attendance Summary: _____ Absences _____ Tardy

Approved _____

Declined _____ Reason: _____

School Administrative Signature _____