

Vacation Pre-Excused Absence Form

(3 or more days)

This form should be submitted at least **3 days prior** to your child's expected absence to ensure proper documentation has been made.

Your child's teacher will need this time to prepare and provide make-up work that may need to be completed to keep your child on track.

My child(ren)_____will be on vacation for 3 or more consecutive days.

Dates expected to be absent:___/___/_____-___/___/_____

Expected return date:___/___/_____

Reason:_____

Parent Signature:_____

Teacher Signature:_____

Principal Signature:_____



For Office Use

Todays Date:___/___/_____

Received By:_____