

NORTHWEST COMMUNITY SCHOOLS

"The Direction of Greatness"

Jackson, Michigan

517-817-4700



www.nwschools.org

We are...Northwest! Go Mounties!

Vacation Request Form

Student Name (one name per form): _____

Date(s) the Student will be out of School: _____

Family vacations should be taken when school is not in session whenever possible. Where circumstances require that a student miss school for a family vacation, the parent/guardian must notify the school prior to the absence and complete this form.

Attendance is critical for student success and an effective school community; vacations **are unexcused** even if a parent provides permission. Extended travel experiences should be scheduled during winter break, spring break, or summer vacation. When this is not possible, absences **will be marked unexcused**. If your student has few or no other absences during the school year, an unexcused travel absence may not lead to further action from the school. However, if your student has additional absences for other reasons, misses 10% or more of the school year (or current semester), and/or struggles with academic performance or behavior, the school may take further steps. This could include referrals for additional support or, in some cases, truancy court procedures.

Elementary Teacher Signature: _____ Date: _____

Secondary Students Only- Have all of your teachers sign below to acknowledge that you have communicated this absence with them.

Hour	Secondary Teacher Signature(s):	Date
1st		
2nd		
3rd		
4th		
5th		
6th		
Advisory		

Parent Signature: _____ Date: _____

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