

Vacation Form

Student _____ Teacher _____

Parent's Signature _____ Today's Date _____

This student will be going on a family vacation from:

_____ to _____

Teachers: All students who complete & return this form at least five (5) school days in advance of vacation will be given make up work before or when they return. This is at the teacher's discretion. The length of time for completion of make-up work shall be commensurate with the length of the absence. Please give the date when the make-up work must be completed.

If the work is not completed by the above date, no credit will be given.

The student has shown me this notification and I have shared the above information with the student.

Classroom Teacher's Signature

Resource Teacher's Signature

Title I Teacher's Signature

Principal's Signature

The student/parent's responsibility:

1. Get this form from the office.
2. Have teachers sign the form.
3. Return completed form to the office at least 5 days before the first day of vacation.
4. Follow teacher's instructions regarding make-up work.

The completed original will be placed in the student's permanent record. Copies will be given to the teacher and parent.

Students are allowed up to five (5) days per school year. Any days beyond five (5) vacation days will be considered unexcused absences. Therefore, no credit will be given for work missed during the unexcused portion.

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