

# Vacation Request Form

## Elementary Students Grades K-6

Parents requesting permission for their child to miss school for the purpose of a family vacation should complete this form and return it to the school office at least a week prior to the anticipated vacation.

Student Name (one student per form) \_\_\_\_\_

List the dates the students will be out of school for vacation \_\_\_\_\_

and will be returning to school on \_\_\_\_\_.

Please list all the teachers the student sees on a daily bases. Teacher(s) will then sign off that they know about the absent and will get missed work around for the student before they leave. The teacher(s) signature below also indicates that class work is passing and is complete for the entire school year to date.

Teacher	Subject	Teacher Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parents should make sure their student takes care of the following obligations:

- ✓ All school work should be completed to the day of departure.
- ✓ Students should obtain the assignments of the missed class during the absence and turn in the work due.
- ✓ All work missed during the period of absence must be made up. The usual period of time to make-up work upon return to school is the number of days equal to the student's absence.

We fully understand the condition of vacation absences as stated above.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date