



# School vacation request form

Please complete one form per student

When at all possible, family trips should be planned so as to not interfere with a student's school attendance and education. If this cannot be arranged and students must be absent from school for the purpose of a family trip, a student will only be excused for a maximum of ten (10 days) per school year. Any vacations not pre-approved will be considered unexcused absences.

Student absence requests should be submitted at least one week in advance of the planned absence. The request should be made on this form and submitted to the assistant principal for approval.

It will not be possible for all the missed schoolwork to be prepared ahead of time. Some work may be very difficult to complete outside of the classroom. You will be responsible for contacting the teacher for any homework that needs to be completed during the missed school days. If homework is provided ahead of time, it is expected that the work be completed and turned in when the student returns to school.

Form Completion Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## I am requesting an excused absence for my child as detailed below:

Child's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Destination and educational benefit: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

## To be filled out by teacher (please check all that apply)

- \_\_\_\_ District or state testing will occur during requested absence
- \_\_\_\_ Student is likely to maintain progress even with missed days
- \_\_\_\_ Student may struggle with gaps created by missed instruction
- \_\_\_\_ Student has difficulty whenever a day is missed

## To be filled out by office

Days of absence: *Current Year* = IL \_\_\_\_ PA \_\_\_\_ PX \_\_\_\_ *Last Year* = IL \_\_\_\_ PA \_\_\_\_ PX \_\_\_\_

\_\_\_\_ Absence approved

\_\_\_\_ Absence approved with reservations due to previous absences

Assistant Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_