

**ABSENCE FOR VACATION, OR TRAVEL FORM (COLLEGE VISIT)**

\_\_\_\_\_ will be absent for  vacation or  
 travel (college visit) on \_\_\_\_\_ to \_\_\_\_\_.

It is recognized that circumstances will arise in which a family is unable to vacation or travel around the school calendar. It is also recognized that traveling is a form of education. The following policy is made to protect the student from falling behind in his/her classes, which could lower grades.

Defiance High School will follow these procedures when students request absence for travel (college visit) /and or vacation:

1. A written request from the parent must be filed in the attendance office five days prior to the absence.
2. Students are required to request assignments in advance.
3. As much work as possible should be completed and turned in prior to the absence.
4. The student will be required to complete any missed examinations.
5. The student should meet with his/her teachers to determine what additional work is need to satisfy the needs of both the student and the teacher.
6. Upon return, the student will be allowed the same number of days to complete any work not yet finished as days of absence.

Student's Schedule

Teacher's Signature

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

This form is to be returned to the attendance office prior to leaving.