

# Vacation Form

(Please give a week's notice)

Student \_\_\_\_\_ Teacher \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

This student will be going on a family vacation from \_\_\_\_\_ through \_\_\_\_\_

Teachers: Make-up work (for credit) will be given to all students who are absent for any reason except students who are absent due to truancy, out-of-school suspension, or expulsion. The length of time for completion of make-up work shall be commensurate with the length of the absence plus one additional day. Please give the date when the make-up work must be completed. \_\_\_\_\_

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. Turn the form back in 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.