

Batesville High School
Pre-Arranged Absence: Vacation/Personal Time Form

Family vacations, personal days, and/or family trips should be taken on non-school time if at all possible. In the event that one of the situations must occur during school time, it is the responsibility of the student to complete a pre-arranged form no later than 8:00 a.m. of the first day of absence.

Vacation days, personal days, and/or family trips (maximum of 5 days; one day may be used at a time **and any time taken during the day will count as a full day of vacation**). A family trip is defined as, at least one parent or legal guardian accompanying the student. Vacation and/or personal time must be taken for any reason related to missing any time of the normal school day for personal reasons including, but not limited to: weddings, vacations, extended trips, air travel, etc. These trips require BHS administrative approval **no later than 8:00 a.m. of the first day of absence**. NOTE: **These guidelines apply to all academic class periods**. For further information please review the 2023-2024 student and parent policy handbook, which can be found on the BHS website www.batesvilleinschools.com/bhs. Go to the students and parents tab and then down to policies and handbooks.

Note: Vacation and/or personal days will count toward the 46 period attendance policy.

Section A:

I request the absence of _____ on date(s) _____

To be excused from school for the following reason(s):

Total school days to be missed _____

For partial days please indicate dismissal time _____

Section B:

Signatures must be signed in the following order:

1.) Parent/Guardian's Signature _____

By checking this box I verify the electronic signature above is from the parent/guardian of the student listed in Section A.

**This completed form may be returned electronically to Mrs. Giesting, Student Services secretary at lgiesting@batesville.k12.in.us*

2.) Student Services Approval _____

**This completed form will be sent electronically to teachers upon completion. An electronic copy will be kept on file in Student Services.*

Absences relating to vacation and/or personal time will be UNEXCUSED without administrative approval and/or without prior notice!