



**Request for Family Trip/Vacation**

Student Name \_\_\_\_\_

Grade \_\_\_\_\_

Teacher \_\_\_\_\_

Family vacations should be taken on non-school time if at all possible. In the event a family trip or vacation must be taken on school time, it is the responsibility of the parent/guardian to complete a Request for Family Trip/Vacation Form prior to the absence. Total vacation days are not to exceed five (5) days at one time. **Please note, all family trip and vacation days do count towards the student's 10-day limit per school year.**

Requests for homework can be made for stays over two (2) days and with a 2-day notice. Students may make up work when they return if the vacation request is for one (1) school day only.

Please excuse the absence of my son/daughter on the following dates (all absences count towards the 10-day limit):

\_\_\_\_\_

I am requesting the parent excused absence for the following reason(s):

\_\_\_\_\_

\_\_\_\_\_

Signature of Parent or Legal Guardian

.....

*For office use only*

Total School Days Absent \_\_\_\_\_

\_\_\_\_\_ Excused

\_\_\_\_\_ Unexcused

Reason for unexcused (if unexcused, students may not make up work missed while absent):

\_\_\_\_\_

Administrator's Signature \_\_\_\_\_

