



760 State Road 46 West, Batesville, IN 47006 batesville.k12.in.us/bps/ T: 812-934-4509 F: 812-933-0936

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

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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 _____

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