

FAMILY VACATION FORM
Grades K-6

Absences incurred during a family vacation are considered excused provided this form is completed and **APPROVED BEFORE** the student leaves on his/her vacation. Students with excessive absences may be denied. Students are responsible for work during family vacations and are required to complete the missed work upon return. Family vacations are not to exceed 5 days per school year contingent on office approval. Any unapproved vacation days are recorded as **UNEXCUSED** absences. Please try to avoid weeks students are taking mandated state testing.

Student Name: _____ **Today's Date:** _____

Vacation Dates: _____ **Teacher:** _____
(not exceeding 5 days)

1. Parent completes the top portion of this form, signs the bottom, and returns to the main office.
2. Form will be approved/denied by the building principal based on attendance records.
3. Copies of the completed form will be sent home with the student and retained in the school office.

Teacher's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____

I have read the above information and ensure that my son/daughter will complete work missed as a result of our family vacation.

Parent/Guardian Signature: _____

-----**Office Use Only**-----

Total Absences Hours: _____ Unexcused Absences Hours: _____

FINAL APPROVAL: YES / NO

Comments:

Principal's Signature: _____