



## Elementary School Vacation Request Form

Dear Parent:

You have requested an excused family vacation absence for your student,  
\_\_\_\_\_, for the dates beginning  
\_\_\_\_\_ and ending \_\_\_\_\_. This is a total of  
\_\_\_\_\_ school days. It is acknowledged that absences beyond five (5)  
school days may be difficult to make up and can compromise a student's academic  
progress. It should be understood that it is not always appropriate to assign work prior  
to instruction. Upon return to school, it is the student's responsibility to make  
arrangements with the teacher(s) for obtaining and submitting make-up work.

Student's total absences to date: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **STATEMENT OF ACCEPTANCE**

I understand the conditions listed above. I also agree to take full responsibility for the work missed with the understanding that grades will be affected if work is not made up. I further agree that my child will be expected to assume responsibility for requesting and completing any work missed.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_