



School Vacation Request Form

While we encourage all families to plan their vacations when school is not in session, we know that isn't always possible. Requests for vacations should be submitted on this form at least two weeks in advance of the planned absence. Please complete one form for each of your students and return it to the office. Students will only be excused for a maximum of **ten days** per school year for vacations or other planned absences (per DPI guidelines).

Please note that it may not always be possible to have missed schoolwork assigned prior to the absence. Much of the work is difficult to complete outside of the classroom. Your student's teacher will inform you of any work that needs to be completed during the missed school days.

I request that _____ be excused from school on the following

dates:_____

Parent Signature:_____ Date:_____

To Be Filled Out by Teaching Staff (check all that apply)

- ____ State testing will occur during absence
- ____ Student will likely maintain progress with missed days
- ____ Student may struggle with progress by missed days
- ____ Student has difficulty with any missed days

To Be Filled Out by Office Staff

Number of excused absences: _____ Number of unexcused absences: _____ Number of tardies: _____

To Be Filled Out by the Head of School

____ Absence approved ____ Absence approved with reservation

Comments:

Head of School Signature:_____ Date:_____