



## 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: \_\_\_\_\_

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**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: \_\_\_\_\_