

Vacation Request Form

*Vacation requests must be submitted to the office for principal approval 5 school days prior to the first day of vacation in order to be reported as an excused absence. Only 5 excused days per year of vacation may be preapproved by the building principal. **A form must be completed at each building if students attend multiple buildings.***

Pre-approved vacation requests and parent notes: in the event that ten parent notes are exhausted prior to (or during) your requested vacation time, the vacation days requested will be changed to unexcused absences in accordance with district attendance procedures.

Date Submitted: _____

<u>Student(s)</u>	<u>Grade(s)</u>

Vacation Dates Requested:

Parent Signature: _____

Date: _____

Principal Approval: YES NO

Number of Days Approved: _____

Principal Signature: _____

Date: _____