

PRE-APPROVED ABSENCE/VACATION PERMISSION FORM

Parents are expected to schedule their vacations and commitments in conjunction with the Board adopted school calendar. Although students have the opportunity to make up for missed work, it is never possible to totally regain the information and learning experience provided by the daily classroom instruction and activities. To understand how House Bill 410 could fully impact your child's attendance record, please visit: [HB 410](#).

In those instances where vacations or commitments cannot be scheduled to coincide with the school calendar, the following procedures must be met in order for vacation days to be counted as excused absences.

1. Student contacts the attendance office to obtain a permission form.
2. Parent/guardian and student sign the request/agreement statement.
3. Student presents form to each classroom teacher at least three (3) days in advance of the last day in attendance.
4. Teachers check appropriate responses, add comments, and sign the form.
5. Student shares any teacher concerns with the parent/guardian.
6. Student presents completed form to the attendance officer at least **48 hours/two (2) school days** before departure date.

Failure to complete these necessary steps will result in the absences being recorded as unexcused.

Approval of all vacation requests rest with the school administration.

STUDENTS NAME: _____ Grade _____ has requested to be absent from school on the following dates _____ which involves _____ school days.

You are asked to provide the information and assignments requested.

Reason for absence _____

Academic Subject _____ Period _____ Teacher _____

- _____ A. Make up work will be /has been arranged.
- _____ B. Date _____ that has been arranged for student to make up tests/quizzes.
- _____ C. May result in a significant grade change.
- _____ D. May result in failure for nine (9) weeks or course.

Comments:

Academic Subject _____ Period _____ Teacher _____

- _____ A. Make up work will be /has been arranged.
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PARENT/GUARDIAN AND STUDENT REQUEST/AGREEMENT

We have read the policy statement. This request is made with our agreement to abide by the Board approved stipulations. We understand that:

- A. Teachers are not responsible for allotting time for tutoring students upon their return.
- B. All assignments must be submitted upon the first day back unless arrangements have been made by the individual teacher.
- C. Prior to the student's absence the teacher and student must arrange for a schedule for tests/quizzes to be made up.
- D. Students absent on days of required state testing may have negative consequences; including having to take required tests the following year or not receiving credit for the course. Please see your counselor for information.

_____	_____
Student Signature	Parent/Guardian Signature
_____	_____
Date	Phone Number

This request for vacation has been approved.

_____	_____
Date	Attendance Officer

This request for vacation has **NOT** been approved for the following reasons:

- _____ Student is performing below grade level expectations
- _____ Your child meets criteria for excessive absences
- _____ Your child meets criteria for habitual absences
- _____ Student has used their allotted 7 vacation days (High School)
- _____ Other academic or behavior reasons

Comments:

_____	_____
Date	Attendance Officer