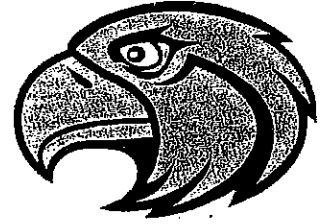


11775 Hewitt Rd.  
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Phone (517)592-6634  
Fax (517)592-8909

# Columbia Central High School

Website: [myeagles.org](http://myeagles.org)



## VACATION REQUEST FORM

\_\_\_\_\_ WILL BE GOING ON VACATION WITH THEIR FAMILY AND WILL BE

ABSENT FROM SCHOOL ON THE FOLLOWING DATES: \_\_\_\_\_

IT IS UNDERSTOOD THAT THIS ABSENCE IS OF AN UNEXCUSED NATURE UNTIL A PHONE CALL IS RECEIVED FROM A PARENT TO VERIFY THIS REQUEST.\* ALL SCHOOL WORK SHOULD BE REQUESTED IN ADVANCE AND COMPLETED IN ADVANCE OF THE VACATION DATES.

|   | TEA | TEACHERS'<br>SIGNATURES | CURRENT #<br>ABSENCES |
|---|-----|-------------------------|-----------------------|
| _____   | 1.  |                         |                       |
| Parent's Signature  | 2.  | 1. _____                | _____                 |
|   | 3.  | 2. _____                | _____                 |
| *After a parent signs, he/she is to call the school and confirm this information. This is to be done prior to leaving for vacation. | 4.  | 3. _____                | _____                 |
| _____   | 5.  | 4. _____                | _____                 |
| Administrator's Signature   | 6.  | 5. _____                | _____                 |
| REMEMBER: EVERY DAY OF VACATION COUNTS AS A DAY OF ABSENCE. SOME TYPES OF CLASS AND LAB WORK ARE NOT POSSIBLE TO MAKE UP.           | 7.  | 6. _____                | _____                 |
|   | 8.  | 7. _____                | _____                 |
| THIS REQUEST MUST BE TURNED IN <u>BEFORE</u> YOU LEAVE FOR YOUR VACATION.   |     |                         |                       |