

AVOIDABLE PRE-ARRANGED ABSENCE **VACATION** REQUEST FORM

**5-DAY MAXIMUM PER YEAR**

An avoidable pre-arranged absence carries with it the privilege of making up academic work. These absences require a student to be responsible for informing their teachers of the absence and securing assignments and make-up work prior to departure. Please note teachers may, but are not required to provide work for the student prior to the absence.

In order for an avoidable absence to be pre-arranged, parents must request approval through the Administration Office (568-6511 ext. 1302) a minimum of one day prior to the planned absence. This form will require the signature of the student's teachers in all classes prior to the absence being approved by the administration.

All days over the 5 day maximum per year limit will be unexcused. No request will be approved after May 1<sup>st</sup> of the current school year.

DAY(S) ABSENT: (CIRCLE)

DATE(S) OF ABSENCE:

M T W TH F

\_\_\_\_/\_\_\_\_/\_\_\_\_ THRU \_\_\_\_/\_\_\_\_/\_\_\_\_

*Teacher's signature indicates the student made arrangements for make-up work prior to absence:*

Period 0 _____	3 _____	6 _____
1 _____	4 _____	7 _____
2 _____	5 _____	8 _____

I am requesting an avoidable pre-arranged absence for the following student:

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Reason: \_\_\_\_\_

If you are traveling out of state, where are you going? \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Attendance Office Use Only:

# of days previously used this year \_\_\_\_\_ # of days **excused** \_\_\_\_\_ **unexcused** \_\_\_\_\_ for this event.

Approved \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Administrative Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date