

Student Absence Request Form

Family Vacation/Trip

According to school policy, student absences for family vacations/trips may be excused. These absences need to be pre-approved by the school principal at least one week before the expected absence. Information that is considered when making approval decisions include the student's current academic situation, attendance record, progress toward graduation and type of vacation/trip.

Absences due to family vacations/trips count toward the excessive absence consequence. Grade reductions are made after the 10th absence for semester classes and after the 5th absences for quarter classes.

Requests for students to miss school for a vacation or trip with another family will not be approved.

Student Name _____ Today's Date _____

Parent Name _____ Telephone Numbers _____

I am requesting that my son/daughter be excused on the following day(s) for a family vacation/trip:

(Dates of Absence)

Will the student be with his or her parent(s) on the vacation/trip? _____

Other information:

Parent's Signature _____

Approved _____ Not Approved _____ Date _____

Principal's Signature _____