

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 24 hours 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. Students must present vacation slips to each teacher prior to principal approval.

Class	Assignment	Teacher Initials

Student Name _____ Today's Date _____

Parent Name _____ Telephone Number _____

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

(Dates of Absence)
 Parent's Signature _____

Approved _____ Not Approved _____ Date _____

Principal's Signature _____