

# VACATION REQUEST FORM

(This form must be completed and submitted one week prior to the absence or the absence **will not** be excused.)

PARENT/GUARDIAN:

Student's name: _____	Date: _____
Vocational program: _____	JR      SR
Reason for request: _____ _____	
Name of parent/guardian accompanying the student? _____	
Date(s) of absence(s): _____	
Parent's signature: _____	
Parent's phone number (for confirmation): _____	

STUDENT SERVICES:

Number of days absent – Jr. _____	Number of days absent – Sr. _____
Meets Early Placement requirements? YES    NO	

TEACHERS:

Instructors:	Current Grades:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Assignments are to be completed prior to vacation leave.)

## HIGH SCHOOL OFFICE:

\_\_\_\_ Your vacation request cannot be condoned:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Your vacation has been approved. You are reminded of the following:

- a. Obtain, complete, and submit your assignments before you leave.
- b. This will be counted as an excused absence.
- c. Lab work cannot be made up.

Date confirmed: \_\_\_\_\_ School Official: \_\_\_\_\_