

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: _____