



## **VACATION FORM**

TO: Teachers of \_\_\_\_\_ Grade \_\_\_\_\_  
(Student Name)

RE: Vacation to \_\_\_\_\_

I/We. The parent(s)/guardian(s) of \_\_\_\_\_ request  
 homework for my/our child for the dates of \_\_\_\_\_ through \_\_\_\_\_.

All work assigned during this time will be completed upon return to school or by special arrangement with each individual teacher. I/We understand that vacation days do count towards hours of absence, and any subsequent hours over 72 will be coded as unexcused without a doctor's excuse.

**\*\* Administrative signature must be obtained prior to submission to the teachers  
 to verify the student does not have a problem with attendance. \*\***

\_\_\_\_\_  
*Signature of Administrator* \_\_\_\_\_  
*Date*

TEACHER	SUBJECT	ASSIGNMENT GIVEN

\_\_\_\_\_  
*Parent/Guardian Signature* \_\_\_\_\_  
*Date*

**RETURN THIS FORM TO THE OFFICE AT LEAST ONE WEEK IN ADVANCE OF YOUR VACATION.**