

FAMILY VACATION FORM

Absences incurred during a family vacation do not count against the student in reference to the Attendance Policy **provided this form is completed and APPROVED BEFORE the student leaves on his/her vacation.** Students are responsible for work during family vacations and are required to complete the missed work in a timely fashion. A student shall be allowed only one family vacation (up to 5 days) **per school year contingent** on office approval. Any unapproved vacation days are coded in the computer as “unexcused absences”. Vacations are not allowed during exam days at Clay High School.

Student Name: _____ **Today’s Date:** _____

Vacation Dates: _____ **Grade:** _____ **ID#:** _____

Dates from – to (**not exceeding 5 days**)

1. Complete the top portion of this form and have your parent/guardian sign it below.
2. Submit parent-signed form to the appropriate office (Clay High School Attendance Office or Main Office at Eisenhower Intermediate and Fassett Junior High Schools) for your attendance records to be entered **before** taking it to assigned teachers for recommendations.
3. After all assigned teachers have signed the request, return it to the appropriate office, at which time your form will be approved or denied.

THESE STEPS MUST BE FINISHED PRIOR TO YOUR VACATION.

I have read the above information and ensure that my son/daughter will complete work missed as a result of our **family** vacation.

Parent/Guardian signature:

Parent’s Daytime Phone

Period:	Name of Class:	Teacher’s Signature	Teacher Comments
1			
2			
3			
4			
5			
6			
7			
8			

This quarter: Absent: Tardy: Early Dismissal:

FINAL APPROVAL

YES / NO

Principal/Attendance Signature: