

Elizabeth Forward School District
Vacation Request Form

Under the 2013-14 Elizabeth Forward School District Attendance Policy, student absences from school resulting from family vacations with an educational value will be granted **UP TO FIVE (5) DAYS DURING THE SCHOOL YEAR**. If the student is absent more than allowable, the absences will be marked **UNLAWFUL/UNEXCUSED**.

Educational vacations shall be ruled excused if:

The parent/guardian provides a written request for excusal to the building principal on this form provided by the school district, which will indicate the school days to be missed, the destination of the trip, and the educational value of the trip. **THE REQUEST MUST BE MADE AT LEAST FIVE (5) SCHOOL DAYS PRIOR TO DEPARTURE. THE VACATION REQUEST WILL NOT BE APPROVED IF THE STUDENT REQUIRES A MEDICAL EXCUSE FOR HIS/HER ABSENCES.**

The student shall complete this form from the building principal to present to his/her teachers in order to obtain assignments.

The student shall give completed assignments to his/her teachers and arrange for the completion of additional assignments and/or tests.

All academic work shall be completed within a time period not exceeding the number of days absent as a result of the trip.

Student Name: _____ HR Teacher _____

Parent/Guardian Signature _____

Date(s) of absence(s) _____ Destination _____

Please give a brief summary explaining the educational value of this trip:

Principal/Assistant Principal

Please Circle:

Building: *High School Middle School Central Greenock Mt. Vernon William Penn*
Grade: K 1 2 3 4 5 6 7 8 9 10 11 12