

## EDUCATION/VACATION LEAVE FORM

Pre-approved educational leave is considered a legitimate absence. A student may be allowed up to a **maximum of ten (10) days** for education/vacation leave **if prior (at least 2 school days)** arrangements have been made with the school for the student to make up his/her homework.

However, activities, discussions, simulations and presentations take place very day and cannot be duplicated even by after school instruction or make-up work. Therefore, grades may be affected by taking a leave, even though written assignments are turned in as required. This absence will be marked on school records and will be considered "excused" if the student completes the make-up work as assigned.

This leave allows students to have the educational experience of travel with a minimum of scholastic penalty; however, it does disqualify students for receipt of any awards associated with attendance (i.e. 100% attendance award, etc.)

Student Name \_\_\_\_\_ Date Completed form  
Received in office: \_\_\_\_\_

Student's Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Reason for Absence \_\_\_\_\_

Dates of Absence \_\_\_\_\_

Teachers, please indicate the work to be completed and give a due date for work to be turned in according to your classroom disclosure:

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Teacher's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Principal's Signature \_\_\_\_\_