

SPENCERVILLE LOCAL SCHOOLS
STUDENT VACATION REQUEST FORM (5 SCHOOL DAYS OR MORE)

Please complete one form per student.

When at all possible, family trips should be planned so as not to interfere with a student's school attendance and education. If this cannot be arranged and students must be absent from school for the purpose of a family trip, a student will only be excused for a maximum of ten (10) days per school year.

Student absence requests should be submitted at least two weeks in advance of the planned absence. The request should be made on this form and submitted to the principal for approval.

It will not be possible for all the missed schoolwork to be prepared ahead of time. Some work may be very difficult to complete outside of the classroom. The teacher will inform you of any homework that needs to be completed during the missed school days. If homework is provided ahead of time, it is expected that the work be completed and turned in when the student returns to school.

Step 1 to be completed by Parent:

Student Name: _____ Grade: _____

Total days student will not be in school: _____ Will homework be requested in advance? Yes No
(Minimum of five (5) days.)

First date absent from school: _____ Date student will return to school: _____

Parent/Guardian Signature: _____ Date: _____

Step 2 to be completed by Office:

Partial Absences year-to-date:	_____	Excused	_____	Unexcused	_____	Total
Full Absences year-to-date:	_____	Excused	_____	Unexcused	_____	Total

Attendance Personnel: _____ Date: _____

Step 3 to be completed by Guidance Counselor / Homeroom Teacher (Please check all that apply):

- District or state testing will occur during the requested absence.
- Student is likely to maintain progress even with missed days.
- Student may struggle with gaps created by missed instruction.
- Student has difficulty whenever a day is missed.

(K-5) Homeroom Teacher: _____ Date: _____

(6-12) Guidance Counselor: _____ Date: _____

Step 4 to be completed by building principal:

- Absence approved
- Absence approved with reservations due to previous absences
- Absence approved with reservations about missed learning
- Absence not approved

Building Principal Signature: _____ Date: _____

Step 5 to be completed by parent ONLY if vacation is NOT APPROVED:

After due consideration of the above information, it is my decision to take my child with me on vacation.

Parent/Guardian Signature: _____ Date: _____