

LEO ELEMENTARY SCHOOL FAMILY VACATION REQUEST

This form **MUST** be completed **BEFORE** going on vacation and preferable one (1) week in advance.

It is the student's and the parent's responsibility to be knowledgeable of the Leo Elementary attendance policy and to plan this vacation request in accordance with those guidelines.

Family vacation should be planned to coincide with school vacations. However, family vacations, up to 5 days per school year, are excused because in most cases the student has no choice as to the plans of the family. We do not wish to encourage parents leaving youngsters at home alone. Student vacations – this is, trips taken by students without their parents will be unexcused.

Note: "Family" or "Parents" refers **only** to the adult who is the student's **Legal** and **Custodial** guardian.

Today's Date: _____

Student's Name: _____ Grade: _____ Room _____

COMPLETE EACH STEP IN THE ORDER LISTED

Step 1. I wish to be excused to go with my family on a vacation.

Dates of the absence will be _____ to _____ which includes _____ school days

Destination and reason for trip: _____

Date: _____ Parent Signature: _____

Step 2. Y.T.D. Vacation Days including request _____ (**5 maximum per school year per EACS Board Policy**)

Total Days Absent Including Requested Vacation _____ Attendance Clerk: _____ Date _____

Step 3. Before going on a vacation that interferes with schoolwork, consideration should be given to the student's current progress in school. The student must carry this form to each of his/her teachers.

Progress Codes: S = satisfactory; Q = questionable; U = unsatisfactory

Subject: Code: Teacher's Signature & Comments:

1. _____ 5. _____

2. _____ 6. _____

3. _____ 7. _____

4. _____ 8. _____

Step 4. The Principal _____ approves, _____ does not approve, going on vacation.

Date: _____ Signature: _____

Step 5. After due consideration of the above information, it is my decision to take my child with me on my vacation.

Date: _____ Signature: _____

Step 6. This completed form is to be **returned** to the office **before** leaving on vacation.

