

# LEO ELEMENTARY SCHOOL

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## 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.