



Tri-Village Elementary Family Vacation/Travel Request

Date Request Completed: _____ Date Request Received: _____

Student Name: _____ Grade: _____ Teacher: _____

Dates Requested: (please list dates in each box)

Vacation Attendance Policy: The Tri-Village Schools believe that the educational process functions best when it proceeds day to day without interruption. A missed day of teacher-student contact can never be made up. The school district is also aware that sometimes the only opportunity for a family vacation comes during the school year. **The Family Vacation/Travel Request Form must be signed by all of the Students Teachers before given to office for approval.**

In the interest of protecting the educational process and providing for important family time, the Tri-Village Schools shall adhere to the following procedures involving vacations:

1. A maximum of five (5) school days will be permitted each school year for family vacations or travel. Absence beyond this total of five (5) schools days shall be considered unexcused absences. Please see attendance policy for unexcused absences.
2. All vacation days shall be arranged and approved by the Principal no less than five (5) school days before the vacation or travel is to begin. Parents or legal guardians shall make request to the building Principal upon a form provided by the school. The Principal, upon approval of the request will notify the child's teacher of said approval.
3. The student and his/her parents or guardians are responsible to see that as much schoolwork as possible shall be completed before departure. All required schoolwork will be completed no later than five days after returning from vacation.
4. **Student must be in good academic standing.** Request could be denied if the student is failing a class or classes, has several missing assignments, or has been a discipline issue in the classroom. Principal will review this material before making a decision on the request.
5. No vacation time will be approved which prevents a student from being present during State mandated tests.

For the purpose of the policy, "family vacation or travel" shall be defined as travel that includes the student and his/her immediate family. Final judgment in disputed cases rests with the Principal.

I understand that this student is responsible for obtaining and completing all work missed when he/she returns to school and must be submitted to his/her teachers no later than five school days after returning.

<i>Teacher Signature/Date</i>	<i>Teacher Signature/Date</i>	<i>Teacher Signature/Date</i>

Principal Approval

Date