



TRI-VILLAGE LOCAL SCHOOLS FAMILY VACATION / TRAVEL REQUEST

Date: _____

I am requesting that _____ be excused from
school for a family vacation from _____ to _____

He /She will be traveling with _____ to _____

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 have read and do understand the Board of Education policy describing family vacation or travel which appears on the ***back of this form.***

Parent Signature

Date Received: _____

Approved: _____

Disapproved: _____

<i>JH/HS: Teacher Approval</i>	
<i>1st Period</i>	
<i>2nd Period</i>	
<i>3rd Period</i>	
<i>4th Period</i>	
<i>5th Period</i>	
<i>6th Period</i>	
<i>7th Period</i>	
<i>8th Period</i>	

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.

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) school days shall be considered as unexcused absence.
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 or semester exams.

For the purpose of this 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.