



3040 Kemp Road, Beavercreek, OH 45431 • www.beavercreek.k12.oh.us • Phone: (937) 426-1522 • Fax: (937) 429-7517

Vacation Request Form

Vacation requests must be submitted to the office for principal approval 5 school days prior to the first day of vacation in order to be reported as an excused absence. Only 5 excused days per year of vacation may be preapproved by the building principal. **A form must be completed at each building if students attend multiple buildings.**

Date Submitted: _____

| <u>Student(s)</u> | <u>Grade(s)</u> |
|-------------------|-----------------|
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Vacation Dates Requested:

Parent Signature: _____

Date: _____

Principal Approval: YES NO

Number of Days Approved: _____

Principal Signature: _____

Date: _____