

Student Copy _____
Office Copy _____
Teacher Copy _____

Jeannette City School District Vacation Request Form

Under the Jeannette City School District Attendance Policy, student absences from school resulting from family vacations with an educational value will be granted

UP TO FIVE (5) DAYS DURING THE SCHOOL YEAR.

The parent/guardian must provide a written request for excusal to the building principal on this form provided by the school district, which will indicate the school days to be missed, the destination of the trip, and the educational value of the trip. If the student is absent more than allowable, the absences will be marked UNLAWFUL/UNEXCUSED.

The request may be denied if any of the following apply:

- If the student requires a medical excuse for his/her absences.
- If the request was not received within ten (10) school days prior departure date.
- Such tours/trips are requested during the final two (2) weeks of the school year.

The student must have this form completed to present to the building principal and his/her teachers in order to obtain assignments.

The student shall give completed assignments to his/her teachers and arrange for the completion of additional assignments and/or tests.

All academic work shall be completed within a time period not exceeding the number of days absent as a result of the trip, **not to exceed five (5) school days.**

Student Name: _____ HR Teacher _____

Parent/Guardian Signature _____

Date(s) of absence(s) _____ Destination _____

Please give a brief summary explaining the educational value of this trip:

Principal/Assistant Principal

Please Circle:

Building: Jr/Sr High School McKee Elementary

Grade: K 1 2 3 4 5 6 7 8 9 10 11 12