

### 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: \_\_\_\_\_

Student(s)	Grade(s)

Vacation Dates Requested:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal Approval: YES      NO

Number of Days Approved: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_