

## EDUCATION/VACATION LEAVE FORM

Pre-approved educational leave has been established as a valid excuse for absence by the Board of Education. A student may be allowed up to a **maximum of ten (10) days** for education/vacation leave if **prior** arrangements have been made with the school for the student to make up his/her homework.

However, activities, discussions, simulations and presentations take place every day and cannot be duplicated even by after-school instruction or make-up work. Therefore, grades may be adversely affected by taking a leave, even though written assignment are turned in as required. This absence, although counted on school records, will be considered "excused". *Teachers must be notified at least 24 hours prior to picking up homework.*

This procedure allows students to have the educational experience of travel with a minimum of scholastic penalty.

Student Name \_\_\_\_\_

Student's Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Reason for Absence \_\_\_\_\_

Dates of Absence \_\_\_\_\_

Teachers, please indicate the work to be completed, and give a due date for work to be turned in according to your classroom disclosure:

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

Office Use Only	
Principal Approval	Date: