



NEW BREMEN LOCAL SCHOOLS

FAMILY VACATION REQUEST FORM

Good attendance at school is paramount in a child's successful education program. Vacation should be planned around the school year as much as possible. We realize vacation travel can be quite educational and may enhance the educational program provided the student has not missed too many days of school and is educationally able to keep up with the regular work and makeup work. The student handbook states that teachers will determine homework assignments that need to be completed and the deadline for completing the work, which may be prior to the vacation or when the student returns. **Vacation days will not be approved during semester or final exams.**

1. This form must be completed at least one week prior to the family vacation.
2. This form must be completed if your child will be absent more than two consecutive days.
3. The principal may excuse one vacation request per year for up to five school days.
4. The student must have each teacher complete the reverse side before submitting the form to the office. Students are responsible for making up their missed work.
5. This form must be completed for each child and turned in to the building principal for approval.

THIS SECTION TO BE COMPLETED BY THE PARENT:

Student: _____ Grade Level: _____

Specific dates to be absent from school: _____

Reason for requesting vacation during the school year:

Parent Signature: _____ Date Request Completed: _____

THIS SECTION TO BE COMPLETED BY THE PRINCIPAL:

() Approved for excused absences () Not approved for excused absences

Principal Signature: _____ Date: _____

Period	Subject	Assignments Missed	Teacher Initials
1			
2			
3			
4			
5			
6			
7			
8			