



## FAMILY VACATION REQUEST FORM – Gr. 7-12

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: \_\_\_\_\_

(If request is for 2 school days or less, do not complete form. Parent must report absences at the time of occurrence through 419-629-8606 or [attendance@newbremenschools.org](mailto:attendance@newbremenschools.org))

Reason for requesting vacation during the school year:  
\_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date Request Completed: \_\_\_\_\_

### THIS SECTION TO BE COMPLETED BY THE BUILDING PRINCIPAL:

( ) Approved ( ) Not approved

Request exceeds five school days, days beyond five will count toward your student's absent hours.

A Vacation Request has already been approved this school year, days missed will count toward your student's absent hours.

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

Comments:

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