

Liberty Elementary Vacation Request Form

Pre-approved vacation leave is considered a legitimate absence if prior arrangements have been made. A student may be allowed up to five (5) days of non-illness related excused absences for vacation. Parents will see a “**V**” on the student’s attendance record for each missed day if the request is granted. These absences will be in addition to the seven (7) allowed parent-excused absences (which are designated for illness or other urgent family situations and are marked with an **E**.)

The Principal has the discretion to deny leave days if absences and/or incidents of tardiness are excessive or if the student is not performing at grade level. If denied, absences will be considered unexcused and will be marked with an “**U**.”

Students are responsible for making up all missed work. Teachers will send work home with the student along with a copy of the approved Request Form. Activities, discussions, simulations and presentations take place every day and cannot be duplicated by make-up work. Therefore, grades may be adversely affected by taking a leave, even though assignments are turned in on time.

Parent/Guardians: Please fill in top of the first box, sign bottom of form and return it to the Principal.

Student’s name _____
Student’s grade _____ Teacher _____
Reason for absence _____
Dates of absence _____
PRINCIPAL SECTION:
Principal’s signature for approval _____
Additional notes or stipulations _____

TEACHER SECTION:
Brief description of work that is attached to this form and specific due dates:
_____ Date due: _____
_____ Date due: _____
_____ Date due: _____
_____ Date due: _____

Parent/Guardian’s signature _____ **Date** _____