

VACATION REQUEST FORM - HEATH HIGH SCHOOL

Updated 8/27/18

Parents requesting permission for their child to miss school for the purpose of a family vacation should complete this form and **return it to the school office at least a week before the anticipated vacation. Per board policy, vacation days are not considered excused absences, but completing this form helps communicate to teachers and the main office that students will be absent and helps to ensure they will be able to make up all their work.**

Student Name (one name per form) _____

List the dates the student will be out of school _____

Date student will be returning to school _____

Reason for Absence _____

Please list all the teachers the student sees. Teacher(s) will then sign off that they know about the absence and will get work to the student before they leave.

<u>Period</u>	<u>Teacher</u>	<u>Subject and Grade</u>	<u>Teacher Signature</u>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____

Parents should make sure their student takes care of the following obligations:

- All work missed during the period of absence must be made up. The usual period of time to make-up work upon return to school is the number of days equal to the student's absence.
- Students should work with teachers to determine specific due dates.
- Per HB410 (the state's attendance law) any student who is absent the equivalent of five days in a row is considered habitually truant, however students who complete this form will not be referred to our county attendance officer.

We fully understand the condition of vacation absences as stated above.

Attendance Secretary

Date

Parent/Guardian's Signature

Date

Principal's Signature

Date