

## EDUCATION / VACATION LEAVE FORM

Pre-approved education/vacation leave has been established as a valid excuse by the Board of Education. A student may be allowed up to a **maximum of ten (10) days** (with no minimum requirement) for education/vacation leave if **prior** arrangements have been made with the school for the student to make up his/her homework. Make-up work and timelines should follow each individual teacher's disclosure statement or the school's code of conduct.

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 assignments are turned in as required. This absence, although continued on school records, will be considered "excused." It is the student's responsibility to complete the make-up work as assigned per each individual teacher's disclosure statement or the school's code of conduct.

This procedure allows students to have the educational experience of travel with a minimum of scholastic penalty; however, it does disqualify students for receipt of any awards associated with attendance (i.e., 100% attendance award, etc.)

Student Name \_\_\_\_\_ Date completed form \_\_\_\_\_  
Received in office: \_\_\_\_\_

Student's Grade \_\_\_\_\_ Teacher (if applicable) \_\_\_\_\_

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 or the school's code of conduct.

---

---

---

---

---

---

---

---

---

---

Student signature \_\_\_\_\_

Parent signature \_\_\_\_\_