



Student Vacation Request Form

To be used when expected absence is 3 or more days
To be turned in 2 weeks prior to absence

Family _____

Student's Name(s): _____ Grade: _____
_____ Grade: _____
_____ Grade: _____

A student may be excused from school to participate in an educational trip with prior approval from administration. Please be sure to read and understand the Attendance Policy in the PCS Parent/Student Handbook. Please complete and return this form to the administrative office at least one week (preferably **two weeks**) in advance of your planned absence. Vacation days may not exceed 8 days per school year and be no more than 5 consecutive school days.

The student is required to make up assignments as directed by his/her teacher(s). The parent/guardian will ensure that it is done. If work is requested or given in advance, the student's work is to be completed and turned in **either before the absence or on the day of return, as directed by the teacher**. If advanced work is not returned on the day the student returns, the student will be given a **zero**. If work is not given in advance, the student will have the same amount of days plus one to complete the work after s/he returns. (2 days absent=3 days to complete make-up work). The late work policy will be in effect for any work submitted late. An excuse will still need to be submitted after the absences stating the reason for the absence.

Number of Days Requested: _____ Dates: _____

First day away from school: _____ Return to school: _____

Educational objectives, educational purpose, educational destination, educational places of interest: _____

Parent/Guardian Signature: _____ Date _____

If permission is not granted, we will be in contact with you.

For School use

Administrator Signature: _____ Date: _____

Approved: Yes: _____ No: _____

Teachers to Notify: _____

Date Completed: _____ Initials: _____