

EDUCATION/VACATION LEAVE FORM

Pre-approved educational leave is considered a legitimate absence. A student may be allowed up to a **maximum of ten (10) days** for education/vacation leave if **prior** arrangements have been made with the school for the student to make up his/her homework.

However, activities, discussion, 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, if approved, will be considered "excused."

This procedure allows students to have the educational experience of travel with a minimum of scholastic penalty.

Student Name _____

Student's Grade _____ Teacher _____

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:

Student signature _____

Parent signature _____

Office Use Only	
Principals Approval/Signature	Date: