

## Request for Prior Approval of Family Vacation

**Today's Date** \_\_\_\_\_

**Student(s) Name(s)** \_\_\_\_\_  
\_\_\_\_\_

**Parent/Guardian Name(s)** \_\_\_\_\_

**Requested Dates of Absence from School** \_\_\_\_\_

**Reason for the Vacation** \_\_\_\_\_  
\_\_\_\_\_

\*\*\* Per our Parent/Student Handbook, all vacations must be preapproved by the principal in order for them to be considered excused absences. This is in accordance with district board approved policy. Please submit your request at least one week prior to the start date of the absence. In cases of excessive prior absences, the absence may not be approved.

Please return form to the main office, Attention: Jeanna Miller, Principal