

## **FAMILY VACATION / PLANNED ABSENCE REQUEST FORM**

**This form is to be returned to the school office no later than two weeks prior to the absence.**

Note: If more than 1 child is in middle school, more than 1 form is needed for assignments.

**St. Anthony on the Lake School**

Date: \_\_\_\_\_

Student Name(s) \_\_\_\_\_ Grade(s): \_\_\_\_\_

**Family vacations & planned absences should be taken when school is not in session whenever possible.** Where circumstances require that a student miss school for a family vacation or planned absence, the parent/guardian must notify the school prior to the absence and complete this form. Failure to notify the school and obtain approval and make-up work missed may result in "0" grades for the day(s) absent. Approval shall not be unreasonably withheld.

Parents/guardians should understand that such absences could affect the student's academic progress.

I request that the above student(s) be excused from school on the following dates: \_\_\_\_\_ for the following reason (please be specific): \_\_\_\_\_

**Homework missed during this time will be completed by (date):** \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Administrative Approval: \_\_\_\_\_

Teacher(s) Signature(s):

Notes:

3K) \_\_\_\_\_

4K) \_\_\_\_\_

5K) \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

6) \_\_\_\_\_

7) \_\_\_\_\_

8) \_\_\_\_\_

Art \_\_\_\_\_

Music \_\_\_\_\_

Phy Ed \_\_\_\_\_

Spanish \_\_\_\_\_

MS Math \_\_\_\_\_