

# Sheridan High School Vacation Request Form

Parents requesting permission for their child to miss school for the purpose of a family vacation should complete this form and return it to the Attendance office *at least a week prior to the anticipated vacation.*

Student Name *(one name per form)* \_\_\_\_\_

List the dates the student will be out of school \_\_\_\_\_

Date student will be returning to school \_\_\_\_\_

Reason for the request \_\_\_\_\_

Please list all the teachers the student sees. Teacher(s) will then sign off that they know about the absence and will get work to the student before they leave.

| <u>Period</u> | <u>Teacher</u> | <u>Subject</u> | <u>Teacher Signature</u> |
|---------------|----------------|----------------|--------------------------|
| 1             | _____          | _____          | _____                    |
| 2             | _____          | _____          | _____                    |
| 3             | _____          | _____          | _____                    |
| 4             | _____          | _____          | _____                    |
| 5             | _____          | _____          | _____                    |
| 6             | _____          | _____          | _____                    |
| 7             | _____          | _____          | _____                    |
| 8             | _____          | _____          | _____                    |

Parents should make sure their student takes care of the following obligations:

- ❖ School work may be completed to the day of departure.
- ❖ Students should obtain the assignments for the missed classes during the absence and turn in the work.
- ❖ All work missed during the period of absence must be made up. The usual maximum time to make up work upon return to school is the number of days equal to the student's absence.
- ❖ All absences will count toward the allowed amount before one is considered truant. *(Five days per nine week grading period.)*
- ❖ Return to the Attendance Office with signatures when completed.

*We fully understand the condition of vacation absences as stated above.*

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date