

SAINT MICHAEL SCHOOL

**VACATION APPROVAL FORM**

STUDENT'S NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_

PARENT/GUARDIAN \_\_\_\_\_

ADDRESS \_\_\_\_\_

Street City State Zip Code

Phone Number \_\_\_\_\_

REASON FOR REQUESTING VACATION DURING THE SCHOOL TERM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DURATION OF VACATION

\_\_\_\_\_ to \_\_\_\_\_  
Month/Day/Year Month/Day/Year

I understand that students requesting permission to vacation with parents must complete a vacation approval form which when completed will explain the reason for the request and the duration of the trip.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

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

**Please read additional information on the back of this form.**

Requests for family trips will be considered as excused absences if prior approval is requested and granted by the respective principal and the duration and frequency do not interfere with the student's educational progress. Any family trips for which prior approval is not obtained may be considered as unexcused and/or unlawful and, if in excess of three (3) days, a first notice may be served on the parent/guardian.

Students requesting permission to vacation with parents/guardians must complete a vacation approval form which, when completed, will explain the reason for the request and the duration of the trip.

Conditions of approval:

1. Students who travel with parents/guardians after receiving prior approval of the principal shall be considered lawfully absent.
2. Students will be given the opportunity to make up any class work, assignments, projects or tests.
  - a. The teacher will provide an outline of the material covered and assignments for the period of absence upon request by the student.
  - b. Make-up tests will be administered at the teachers' convenience.
  - c. All make-up work must be completed within a period of time equal to the length of the approved vacation, commencing with the first school day after the completion of the vacation.