

STUDENT VACATION TRAVEL and/or PLANNED ABSENCE FORM

In the best interest of the student's education, family vacations are discouraged during school time. Family vacations should be scheduled during summer breaks or during school holiday breaks. Students who request an excused absence due to a family vacation must request a vacation form from the school office at least one week in advance of the vacation. Without such a form on file with approval of administration, the student(s) will likely receive an unexcused absence. A maximum of five days will be excused for family vacations providing the student is in accordance with compulsory attendance laws; any days beyond the five allotted will be unexcused. Students who are truant under Illinois School Code may receive an unexcused absence for vacations. It will be the parent and student's responsibility to see the student's teacher(s) and get all assignments, if available, for the time the student will be gone.

Students and parents are expected to read the conditions below and complete the requested information prior to departure from school:

1. We ask parents to consider seriously the effect extended absences may have upon a student's school progress.
2. Teachers are not obligated to prepare work for students to take with them.
3. PARENTS AND STUDENTS ASSUME FULL RESPONSIBILITY FOR ANY TESTS OR ASSIGNMENTS MISSED DURING THE PERIOD OF ABSENCE. ASSIGNMENTS, IF GIVEN, ARE DUE ON THE DAY OF RETURN TO SCHOOL IN ORDER TO ASSURE THE TEACHERS THAT THE STUDENT IS ABREAST OF THE CLASSROOM ACTIVITIES.
4. Teachers are not obligated to permit make-up work if proper arrangements have not been made prior to departure.
5. No student will be authorized to be absent from school to go on vacation unless his or her parent or parents accompany the student, even though the parents of that student have given permission for that student to go on vacation. Students are authorized to be absent from school for the purpose of vacation travel to accommodate parents whose vacations cannot be scheduled when school is not in session. Therefore, students who are on vacation and are not accompanied by their parent or parents will receive failing marks in all their classes during the time of their absence. ANY VARIATION FROM THE ABOVE STATED GUIDELINES MUST BE APPEALED TO THE BUILDING ADMINISTRATOR PRIOR TO THE ABSENCE.

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1. Student Name \_\_\_\_\_

2. Reason for Vacation/Absence \_\_\_\_\_

3. Expected Dates: From: to \_\_\_\_\_

4. Signature(s) of Parent(s) \_\_\_\_\_ Date \_\_\_\_\_

5. Signature of Counselor (High School only) \_\_\_\_\_  
(Must be approved by Counselor before going to teacher)

Date \_\_\_\_\_

Comments/Concerns:

Complete reverse side and submit to school office.

6. Signature of K-6 Self-Contained Teacher \_\_\_\_\_

Comments/Concerns: \_\_\_\_\_

\_\_\_\_\_

7-12 Students - Class/Subject Area Teacher Signature and Comments/Concerns:

| <u>Period &amp; Course/Subject</u> | <u>Teacher Signature</u> | <u>Comments/Concerns</u> |
|------------------------------------|--------------------------|--------------------------|
| _____                              | _____                    | _____                    |
| _____                              | _____                    | _____                    |
| _____                              | _____                    | _____                    |
| _____                              | _____                    | _____                    |
| _____                              | _____                    | _____                    |
| _____                              | _____                    | _____                    |
| _____                              | _____                    | _____                    |
| _____                              | _____                    | _____                    |
| _____                              | _____                    | _____                    |

7. Signature/Approval of Administrator \_\_\_\_\_

Date \_\_\_\_\_ Comments/Concerns: \_\_\_\_\_

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