PETITION TO EXCUSE AN EXTENDED FAMILY VACATION

**This form applies to any vacation days beyond the <u>five days</u> allowed per policy per school year. **This form must be submitted <u>two weeks</u> prior to departure.	
Name	of Student:
Class Grade:	
Dates of Extended Vacation:	
Dates of Previously Used Vacation:	
1.	Please attach the following to this form:
	A. Printout of current grades (can obtain and print from Family Access)B. Printout of total absences (can obtain and print from Family Access)
2.	Please state the justification for missing academic instructional time to go on the stated family vacation.
3.	Please state the reasons for previous vacation days. Include college visits, if any, to this list.
**Please turn this form into your guidance counselor at least two weeks prior to departure. **The Attendance Committee will consider several factors to determine whether or not the extra days will be excused:	
1. 2.	
**Missed work from extended absences must be made up within 5 school days in order for the absences to be excused. **Student will receive an extended absence communication form from his/her guidance counselor that must be returned to the guidance counselor prior to departure.	
	Parent/Guardian Signature Student Signature
OFFI	CE USE ONLY
Date of Attendance Committee Meeting	
Please	e check one: Approved Not Approved