



SCHOOL VACATION OR EXTENDED ABSENCE PRE APPROVAL REQUEST FORM

You are strongly encouraged to take family vacations during the summer and during school holidays such as fall, winter or spring break. In the event that this is not possible, the principal's office as well as the student's teacher should be informed in advance of any special vacation or situation that will cause students absence from school. It is the parent's responsibility to contact teachers about make-up assignments for a student who is absent.

Please use the form below to notify the teacher and principal's office at least 5 days in advance. Return this form to the office.

Sincerely,

Principal

Student Name: _____ Student Number: _____

Reason for Extended absence: _____

Dates student will be absent: _____

Parent Signature: _____ Date: _____

(To be completed by teachers)

Teacher's Name: _____ Make-up work given: _____

Make-work to be completed by: _____ Completed: _____

Teacher's Name: _____ Make-up work given: _____

Make-work to be completed by: _____ Completed: _____

Principal's Signature: _____ Excused or Unexcused: _____

Entered in Myschoolworx by Admin: _____