Elk County Catholic School System

Vacation Release Form for Students

The vacation policy as it appears in the Parent Handbook states: It is the responsibility of the student to notify all teachers prior to taking an extended trip (two or more days). The student must secure a Vacation Release Form from the office, which is to be signed by all his/her teachers one week prior to the actual trip. If this form is not used and/or signatures are not obtained from all his/her teachers, the student should NOT expect teachers to assist with any makeup work after his/her return. Teachers will assist students with make-up work during the regular school day of 7:40 a.m. – 2:40 p.m. Extended help is not to be expected beyond the regular workday.

**Student Accountability**

I, _______________________________ (name and grade), have been granted approval to take an extended trip. I agree to adhere to all the guidelines as stated in both the Parent Handbook and on this form.

* I will be absent from school beginning on ________________.
  * Month     Day     Year

* I will return on ________________, for a total of _______ school days.
  * Month     Day     Year

______________________________
Parent Signature

______________________________
Student Signature

**Teacher Consent**

I am aware that this student will be absent from my class for an extended trip. We have discussed the work he/she will miss, and the student is aware that all work is to be made up within 5 school days of his/her return.

Period 1 ___________________________  Period 5 ___________________________
Period 2 ___________________________  Period 6 ___________________________
Period 3 ___________________________  Period 7 ___________________________
Period 4 ___________________________  Period 8 ___________________________

THIS FORM MUST BE COMPLETED AND RETURNED TO THE MAIN OFFICE FIVE SCHOOL DAYS PRIOR TO DEPARTURE.