



## 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.**