

**HERITAGE ELEMENTARY SCHOOL FAMILY VACATION REQUEST**

This form MUST be completed BEFORE going on vacation and preferably one (1) week in advance.

It is the student's and the parent's responsibility to be knowledgeable of the Heritage Elementary School attendance policy and to plan this vacation request in accordance with those guidelines.

Family vacations should be planned to coincide with school vacations. However, family vacations, up to 5 days per school year, are excused because in most cases the student has no choice as to the plans of the family. We do not wish to encourage parents leaving youngsters at home alone. Student vacations - this is, trips taken by students without their parents, will be unexcused.

Note: "Family" or "Parents" refers ONLY to the adult who is the student's LEGAL and CUSTODIAL guardian.

Today's Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade \_\_\_\_\_

**COMPLETE EACH STEP IN THE ORDER LISTED**

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**Step 1.** I wish to be excused to go with my family on a vacation.

Dates of the absence will be \_\_\_\_\_ to \_\_\_\_\_, which includes \_\_\_\_\_ school days.

Destination and reason for trip: \_\_\_\_\_

Date \_\_\_\_\_ Parent Signature \_\_\_\_\_

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**Step 2.** Y.T.D. Days Absent: \_\_\_\_\_ Total absences including vacation: \_\_\_\_\_

Attendance Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

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**Step 3.** Before going on a vacation that interferes with schoolwork, consideration should be given to the student's current progress in school.

*Progress Codes: S = satisfactory; Q = questionable; U = unsatisfactory*

Subject	Code	Teacher's Signature & comments:
1. _____		4. _____
2. _____		5. _____
3. _____		6. _____

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**Step 4.** The Principal  approves,  does not approve, going on vacation.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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**Step 5.** After due consideration of the above information, it is my decision to take my child with me on my vacation.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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**Step 6.** This completed form is to be returned to the Principal before leaving on vacation.