

Northwood High School

Request for Family Vacation Form

Student Name	Grade	Date
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Please use the following lines to explain the necessity for this student to miss school to go on a family vacation.

Please list teachers who need notification of this pending absence so they can prepare work for student to take on the proposed vacation.

It is the responsibility of the student to see each teacher and make arrangements to get assigned work prior to leaving on vacation. Students will resume the curricular pace/point of their classes upon return to school. There is a strong correlation to success when students keep up with work while on vacation. Any work that is not completed will be treated in a consistent manner with all other excused absences. As an additional layer of support, students will be assigned to Academic Assist upon return to school until missing work is completed.

Date(s) of proposed vacation	Parent signature
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For Office Use Only

This vacation is: *approved / not approved*

<i>Date</i>	<i>Administrator</i>
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Northwood High School

Teacher Approval for Vacation Absence

Student Name _____ **Grade** _____

This form must be completed and on file with the attendance office **at least three (3) days prior to leaving**. All classes must be initialed by teachers with assignments and due dates listed.

1st period Teacher Signature _____ Due Date _____

2nd period Teacher Signature _____ Due Date _____

3rd period Teacher Signature _____ Due Date _____

4th period Teacher Signature _____ Due Date _____

5th period Teacher Signature _____ Due Date _____

6th period Teacher Signature _____ Due Date _____

7th period Teacher Signature _____ Due Date _____

8th period Teacher Signature _____ Due Date _____

Student Signature

Parent Signature