

Miller City – New Cleveland Local Schools

VACATION – EXTENDED ABSENCE REQUEST
FORM

STUDENT NAME: _____ GRADE: _____

DESTINATION: _____

PURPOSE: _____

DATE (S): _____

NUMBER OF SCHOOL DAYS TO BE MISSED: _____

PARENT SIGNATURE: _____ DATE: _____

TEACHER SIGNATURES:

_____	_____
_____	_____
_____	_____
_____	_____

PRINCIPAL SIGNATURE: _____ DATE: _____

** Please note that it is the responsibility of the student to make arrangements in a timely manner with all teachers for the completion of all work.

** Also note that missed schoolwork will be given to the students before they leave or when they return. All missed work must be completed within five school days of the student's return.

** Students should request missed schoolwork no sooner than the last school day before their vacation.

** Also note that the student MUST be accompanied by the parent during the vacation to be excused..

****PLEASE RETURN COMPLETED FORM TO THE OFFICE AT LEAST 3 DAYS PRIOR TO VACATION****