

VACATION REQUEST FORM
HARRISON COMMUNITY SCHOOLS

Any absence from school is detrimental to the learning process, and for this reason, extended vacations during the school year are discouraged. Days taken as vacation will be considered unexcused. Parents are encouraged to submit the request for vacation one week prior to departure. Parents will notify the teacher(s) in advance to request assigned work, and it is the responsibility of the student/parent to get the assignments from the teacher(s). The individual teachers will decide the date the work needs to be completed and returned for credit. The teacher will provide the student/parent a list of assignments for make-up work.

NAME OF STUDENT _____ GRADE _____

BEGINNING DATE OF ABSENCE _____

RETURNING DATE TO SCHOOL _____

REASON(S) FOR REQUESTING LIMITED ABSENCE:

DATE FORM WAS COMPLETED _____

SIGNATURE OF PARENT / GUARDIAN _____

SHADED AREA FOR SCHOOL USE ONLY

Work Request Received:	Teacher _____	Teacher _____
Teacher _____	Teacher _____	Teacher _____
Principal's Signature _____	Date _____	