

**Waldron Elementary & Middle School
Vacation Excuse Application
Elementary (K-4th Gr.)**

In order to be considered excused for a family trip/vacation, the following application must be completed and returned no later than **two days before** the date of absence. A request to go to a family vacation may be denied due to poor grades, class work or excessive absences. Vacation excuses are limited to a **5 day** maximum (unless special arrangements have been made by the building principal).

- The form below must be completed by a parent and returned to the school no later than 2 days before the absence is schedule to take place.
- The form must be signed by all teachers who see your child on a regular basis along with the building principal.
- *It is the responsibility of the student to complete any missed work in a timely manner upon returning to school. Teachers are not required to compile work prior to the time off requested.*

Make-up of Tests and Other School Work

Make-up work due to an excused absence must be completed in the same amount of days equal to the excused absences after returning to school. Additional time may be granted if arrangements have been made between the teacher and the student.

To Be Completed By Parents

Please complete & return this form to the office (or your child's teacher) at least 2 days prior to the request for absence.

Student Name: _____ Parent(s) Name: _____

Grade: _____ Teacher Name _____

Reason for Request: _____

Dates of Absence: _____

of School Days Missed: _____

Parent(s) Signature: _____

To Be Completed By School Officials (Teacher and Principal)

I am aware of the above student's request for absence and will provided work when the student returns to school.

Teacher Signature _____

I am aware of the above student's request for absence. See below for approval status.

Building Principal Signature _____

Approved Request

Denied Request