

**Waldron Elementary & Middle School  
Vacation Excuse Application  
Middle School (Gr. 5-8)**

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 with 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 within the same amount of days as the excused absence 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**

Student Name: \_\_\_\_\_ Parent(s) Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Dates of Absence: \_\_\_\_\_

#of School Days Missed: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

**To Be Completed By Student**

**Students must take this form to each of their teachers for signatures. When the form is completed, it needs to be turned in to the office at least two day prior to the absence.**

The above named student has informed all of his/her teachers of this absence request and understands homework will be given upon returning to school from this absence.

Teacher Signatures

1<sup>st</sup> Hr. \_\_\_\_\_

2<sup>nd</sup> Hr. \_\_\_\_\_

3<sup>rd</sup> Hr. \_\_\_\_\_

4<sup>th</sup> Hr. \_\_\_\_\_

5<sup>th</sup> Hr. \_\_\_\_\_

6<sup>th</sup> Hr. \_\_\_\_\_

7<sup>th</sup> Hr. \_\_\_\_\_

**To Be Completed By Building Principal**

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

Building Principal Signature \_\_\_\_\_

Approved Request

Denied Request