

Parent Copy

Teacher Copy

File Copy

# DANBURY ELEMENTARY SCHOOL

## Vacation Request

Vacations must be requested two weeks prior to the vacation date. The custodial parent or guardian must fill out this form. Teachers will provide assignments - students will be responsible for completion of assignments which are due the day they return. Four excused, but still non-legitimate vacation days may be permitted provided the student will not accumulate a total of 14 days absences.

Parents will be notified in writing of approval or disapproval of the request.

**Vacation days are strongly discouraged during the week of proficiency testing or other standardized testing.**

Date of Request: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Vacation dates requested: \_\_\_\_\_

Educational value of vacation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### For office use only

Total of absences for current year: \_\_\_\_\_

# of vacation absences for current year: \_\_\_\_\_



\_\_\_\_\_  
**Vacation has been approved**

\_\_\_\_\_  
**Vacation has been denied for the following reason(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Date