

Parent Copy

Teacher Copy

File Copy

# DANBURY MIDDLE 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. All days count as absences in accordance with the attendance policy. Students 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: \_\_\_\_\_

1st Period 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