

Personal and Family Vacations

Pre-Arrangement Form

Date received in office: _____

Student Name: _____

Teacher: _____

Parent Name: _____

Parent Phone Number: _____

Dates of Absence(s): _____

Please check one box below:

- Absence is related to a Personal Family Matter
- Absence is related to a Family Vacation

Under no circumstances will students be excused for vacations occurring on State mandated testing dates. Vacation or family related absences on those dates will be marked as unexcused.

Parents/Students are responsible for contacting the teacher and making arrangements for makeup work before turning this form into the office.

Please complete and turn this form in at least five school days prior to departure. **Forms not turned in five school days prior to being gone will result in the absence being marked as unexcused.**

Both student(s) and parent(s) should sign this form before giving it to the classroom teacher.

I have read and understand the conditions listed above:	
Student Signature: _____	Date: _____
Parent Signature: _____	Date: _____

The student listed above has made prior arrangements with me regarding his/her upcoming absences(s).

Teacher Signature: _____	Date: _____
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Please return this completed form to the Highlands School office