



**STUDENT VACATION/SPECIAL ABSENCE REQUEST  
NORMANDY ELEMENTARY SCHOOL**

\_\_\_\_\_  
Today's Date

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

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

Parent Telephone Number: \_\_\_\_\_

Date(s) requesting absence from school: \_\_\_\_\_

Reason for vacation/special absence during school time: \_\_\_\_\_

Destination: \_\_\_\_\_

Number of prior vacation/special absence days accumulated: \_\_\_\_\_

**There is a five day limit per school year of excused vacations. Vacations in excess of the five days shall be considered unexcused.**

**A maximum of three additional days will be granted for special occasions such as weddings, graduations, and/or college visitations.**

**Return this form to the office BEFORE vacation/special absence, at least five days prior if possible.** A copy will be given to the teacher, after approval is granted, for homework to be sent home.

Parent/Guardian Signature: \_\_\_\_\_

Principal Approval: \_\_\_\_\_ Date: \_\_\_\_\_

| Teacher(s) Signature(s) | Assignments | Assignments Due By: |
|-------------------------|-------------|---------------------|
| _____                   | _____       | _____               |
| _____                   | _____       | _____               |
| _____                   | _____       | _____               |
| _____                   | _____       | _____               |

**PLEASE NOTE:** Students are responsible to make up all missed work. It has been our observation that academic achievement can possibly suffer with extended vacation time.

**While most family vacations/absent requests will be excused by the administration, days missed will count as absences.**