**INSTRUCTIONS FOR MISSING SCHOOL DAYS FOR FAMILY VACATION**

Complete the form below *at least ten (10) or more days* ***prior*** to the vacation.

* **Attach a note from your parent and have your parent sign this form.**
  + State in the note the educational purpose of this vacation.
* **Take this form to all of your classroom teachers to initial.**
  + They may give you homework to be completed while on vacation.
* **Bring the *completed and signed* form, with the note attached, to the office for the principal or assistant principal to approve.**

Approved family vacations are considered **“excused”** absences. Excused absences count toward total allowable absences before course credit may be denied.

***Please read the Criteria/Guidelines on the reverse side of this form.***

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Vacation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I have read and understand School Board Attendance Policy #204 available on the Neshaminy School District website (under BoardDocsPolicies). Copies available upon request.**

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal/Assistant Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher’s Initials

Homeroom: \_\_\_\_\_\_\_\_\_\_

English: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Special: \_\_\_\_\_\_\_\_\_\_

Reading: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Special: \_\_\_\_\_\_\_\_\_\_

Math: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Special: \_\_\_\_\_\_\_\_\_\_

Science: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Special: \_\_\_\_\_\_\_\_\_\_

Social Studies: \_\_\_\_\_\_\_\_\_\_\_ Special: \_\_\_\_\_\_\_\_\_\_

Guidance Counselor Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_