

**FRANKLIN MONROE
FAMILY LEAVE/VACATION FORM**

Every attempt should be made by students and parents to schedule trips and vacations (religious or educational included) during periods of time when school is not in session. If it is impossible for the trip to be taken at any other period of time than during the period in which school is in session, the parent is to contact the school a minimum of five days prior to the trip. A vacation form must be completed and on file in the principal's office before the student leaves on vacation. No student is permitted to be excused for more than 42 hours for trips or vacations during the school year. Unexcused days may result in zero (0) for all work in which a grade is taken. **All hours missed may count toward the total permitted by the Franklin Monroe School Board Attendance Policy.**

Homework will only be given to those students who submit their vacation form five days in advance and send a request to their child's teachers. **If homework is given in advance, it will be due when the student returns to school. If the school work is not collected in advance, then makeup work shall be completed and turned in to the teacher within two days upon returning.** If approved, students are responsible for any assignments missed (homework, projects, reports, tests, etc.).

Vacations should not be scheduled for the first or last two weeks of the school year. Requests that fall outside of the above guidelines will be submitted to the building principal for review. Final judgment in such cases will rest with administration.

The absence will be approved on the basis of student attendance. Absences during required state testing periods will not be approved. Requests that fall outside of the above guidelines will be submitted to the building principal for review. Final judgment in such cases will rest with the administration.

A leave/vacation form must be completed and on file in the principal's office before the student's absence.

STUDENT NAME: _____ Grade ____ Teacher _____

Date(s) student will be absent from school: _____

Please give brief explanation of destination or reason for leave: _____

Has your child taken vacation or leave days during this school year? _____

How many days? _____

How many days of school has your child missed during this school year? _____

How many school days will your child miss on this vacation/leave? _____

PARENT SIGNATURE: _____ Date: _____

(Please see Elementary Student Handbook for District & State attendance requirements)

To be completed by the office:

Hours Excused _____ Hours Unexcused _____

Reasons for days to be considered unexcused:

Principal Signature: _____ Date: _____