

Xenia Community Schools

Vacation Request Form

1. A Vacation Request Form must be completed by a student's parent or guardian and submitted to the building principal a **minimum** of **five (5)** school days **prior** to the planned vacation.
2. The building principal may approve a vacation request up to a **maximum** of 32.5 hours.
3. The student must make arrangements regarding make-up work with all teachers prior to leaving for vacation.
4. Make-up work must be completed and submitted at the time the teacher specifies. The student will receive credit **IF** all absences are excused and the work is of satisfactory quality.
5. A Vacation Request **shall not** be approved by the principal for students who require a medical excuse because of the accumulation of 65 hours of absence.

Student's Name: _____ Grade: _____ Building: _____

Parent's Name: _____ Parent's Phone #: _____

Dates Requested: _____

Purpose of Vacation: _____

Parent's Signature

Date

_____ Plan is Approved

_____ Plan is Denied

Principal's Signature

Date