

Parent Copy

Teacher Copy

File Copy

## DANBURY ELEMENTARY SCHOOL Vacation Request

Vacations must be requested two weeks prior to the vacation date. The custodial parent or guardian must fill out this form. Teachers will provide assignments – students will be responsible for completion of assignments. Four excused days may be allowed as long as the student will not accumulate 14 days absences with the vacation. Parents will be notified in writing of approval or disapproval of the request.

**Vacation days are strongly discouraged during the week of proficiency testing or other standardized testing.**

**Date of request:** \_\_\_\_\_

**Student's name:** \_\_\_\_\_

**Homeroom teacher:** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Vacation dates requested:** \_\_\_\_\_

**Educational value of vacation:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**For office use only**

Total of absences for current year \_\_\_\_\_

# of vacation absences for current year \_\_\_\_\_

**Vacation has been approved**

**Vacation has been denied for the following reason(s):**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Principal Signature**

\_\_\_\_\_  
**Date**