



Vacation Release Form for Students

The vacation policy as it appears in the Parent Handbook states: It is the responsibility of the student to notify all teachers prior to taking an extended trip (two or more days). The student must secure a Vacation Release Form from the office, which is to be signed by all his/her teachers **one week prior** to the actual trip. If this form is not used and/or signatures are not obtained from all his/her teachers, the student should **NOT** expect teachers to assist with any makeup work after his/her return. Teachers will assist students with make-up work during the regular school day of 7:40 a.m. – 2:40 p.m. Extended help is not to be expected beyond the regular workday.

Student Accountability

I, _____ (name and grade), have been granted approval to take an extended trip. I agree to adhere to all the guidelines as stated in both the Parent Handbook and on this form.

I will be absent from school beginning on _____
Month Day Year

I will return on _____, **for a total of** _____ **school days.**
Month Day Year

Parent Signature

Student Signature

Teacher Consent

I am aware that this student will be absent from my class for an extended trip. We have discussed the work he/she will miss, and the student is aware that all work is to be made up within 5 school days of his/her return.

Period 1 _____

Period 5 _____

Period 2 _____

Period 6 _____

Period 3 _____

Period 7 _____

Period 4 _____

Period 8 _____

THIS FORM MUST BE COMPLETED AND RETURNED TO THE MAIN OFFICE FIVE SCHOOL DAYS PRIOR TO DEPARTURE.



Elk County Catholic School System



Vacation Release Form for Parents

Date: _____

Dear Parent(s)/Guardian(s):

We are deeply concerned about the education of every child in our school. With this in mind, we are requesting that if you need to have your child excused from school to take an extended trip (two or more days) that this permission slip be signed and returned to the school two weeks in advance of the trip. If someone other than a parent or guardian is to be responsible for the student, please contact the school to set up an appointment to personally discuss the school's policy.

Student Name and Grade: _____

Parent/Guardian Name: _____

Address: _____

Dates of Trip: _____ to _____

Destination: _____

Educational Experience: _____

Students are responsible for meeting with their teachers to secure homework assignments and to make arrangements for any missed examinations.

Signature of Parent/Guardian

For Office Use Only

Date Received: _____

Approval: _____