

Vacation Request Instructions

- 1) Fill out Student name and grade
- 2) Dates for the leave
- 3) Reason for request
- 4) Parent Signature**
- 5) All teachers must fill it out (including Special Teachers)**
- 6) You are responsible for all work missed, you must get it before you leave
- 7) Turn it into the Attendance Office as soon as it is completely filled out**

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