

**FRANKLIN MONROE
FAMILY LEAVE/VACATION FORM**

LEAVE/VACATION POLICY:

Every attempt should be made by students and parents to schedule family leave and vacations (religious or educational included) during periods of time when school is not in session. If a vacation or leave is unavoidable during the time in which school is in session, the parent must contact the school a minimum of five (5) school days prior to the absence. Homework will only be given to those students who submit their vacation form five days in advance. **All hours missed will count toward the total permitted by the Franklin Monroe School Board Attendance Policy.**

If approved, parents and students are responsible for any assignments missed (homework, projects, reports, tests, etc). Makeup work shall be completed and turned into the teacher within the number of days missed upon returning to school. It is the responsibility of the student/parent to check with the teachers to ensure all work has been made up.

Unexcused days will result in zeros (0) for all work in which a grade is taken. Outside/private tutoring will be recommended for any unexcused leave/vacation days.

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 ____ Today's Date _____

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: _____

All missed hours will count toward the total permitted by the Franklin Monroe School Board Attendance Policy (Please see Elementary Student Handbook for Franklin Monroe and state attendance requirements).

To be completed by the office:

Hours Excused _____ Hours Unexcused _____

Reasons for days to be considered unexcused:

Principal Signature: _____ Date: _____