



Family Vacation Form

Parent: _____ Date: _____

Student Name(s) : _____, _____, _____

Student Name(s) : _____, _____, _____

Reason for Absence: _____

Dates of Absence: _____/_____/_____ to _____/_____/_____

NOTE: Submit this form at least two weeks prior to going on your trip to allow teachers time to prepare assignments for your child(ren). It is important that your student(s) keep up with their schoolwork while on vacation so that they are not behind when they return. Please refer to your Student Handbook for more information.

Parent Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

SCA Office Staff: After receiving administrator approval, please note absences in FACTS SIS. If there is more than one child in the family, make a copy of this form for each student that will be absent and give it to their teachers. If a student has more than one teacher, please list the teachers under the office signature line. Finally, please notify all special area teachers of the absence. Thank you!

Office Staff Signature: _____ Date: _____

Teachers (if student has more than one): _____

Teachers: Please note the dates of the absence on your calendar. Office staff will note attendance in FACTS SIS. If you are not the student's only teacher, please give this form to the next teacher on the line above. **Once all teachers have signed, this form must be returned to the office.** Thank you!

Teacher Signature: _____ Date: _____

Additional teachers (if necessary)

Teacher Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Office staff: Please file this form with other absence notes for the appropriate month. Thank you.