

2011~2012

## Vacation Notification

Dear parents,

There are a number of long weekends and full weeks of vacation during the school year. We hope that your family will use these dates for your family travel. We understand that there may be times during the year when your family may have travel opportunities outside these scheduled breaks. In order for this absence to be excused, you must notify your student's teachers and the office in advance of your departure. You will need to make arrangements with your student's teachers regarding assignments inasmuch as your student will be held accountable for the work that is missed.

Please complete the form below and submit it to the office at least 2 days before your departure.

My student(s) \_\_\_\_\_  
will be on vacation the following days \_\_\_\_\_.

We have contacted the teachers and have made arrangements for the work that will be missed.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_