

# STUDENT VACATION/EXTENDED ABSENCE FORM

School vacation periods are published well in advance so that family vacation plans and travel can be planned without the loss of additional days. Early dismissal afternoons are also published so that medical and dental appointments can be planned for these times. However, it is understood that it is not always possible to respect these dates and the school is willing to cooperate with parents. SMHS does not recommend the taking of vacation/extended absences when school is in session; however, we do recognize that sometimes circumstances do not allow for a family's vacation/extended absences to be taken during school holidays. When these times occur, **the Principal must be informed three(3) school days before and the student must get teacher signatures on the student vacation/extended absence form at least three (3) school days in advance.** Up to five (5) of these absences will be counted as excused. Each student in the same family must have their own form.

Student Name \_\_\_\_\_

Dates of Vacation \_\_\_\_\_

Purpose of Vacation at this particular time \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date turned in to Principal \_\_\_\_\_

1<sup>st</sup> Period Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

2<sup>nd</sup> Period Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

3<sup>rd</sup> Period Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

4<sup>th</sup> Period Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

5<sup>th</sup> Period Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

6<sup>th</sup> Period Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

7<sup>th</sup> Period Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

8<sup>th</sup> Period Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_