



JHS Vacation Absence Approval

When at all possible, family trips should be planned so as to not interfere with a student's school attendance and education. If this cannot be arranged and students must be absent from school for the purpose of a family trip, a student will only be excused for a maximum of five (5) days per school year. If in the opinion of the parent there are some exceptional circumstances that they feel warrant an extension of this maximum limit, the parent can meet with the school principal to request that this be considered for approval. Trips where the parents do not accompany a student will not normally be approved.

Parents should be aware that teachers may have to give a grade of Incomplete (I) to students if trips are taken at the end of grading periods. Grades will remain as incomplete until tests and large projects are completed. If students do not make up incompletes within ten days of the completion of a grading period, they may receive a failing grade for the quarter or semester.

This completed form should be submitted to the high school office prior to the absence. Failure to follow this procedure may result in the absences being categorized as unexcused.

Make-up arrangements shall be at the initiative of the student and/or parent. Make-up provisions may differ among teachers, depending upon the nature of the class and the type of work missed. Alternative assignments may be an option in some situations. It is the student's responsibility to check with each teacher to determine the make-up arrangements. It is recommended that these arrangements be made prior to the student leaving on the family trip.

Student Name: _____

Dates of Absence Requested: _____

Reason for Absence: _____

I understand that my son/daughter must make arrangements with his/her teachers to complete missing work.

Parent Signature: _____ Date: _____

- ☐ Teachers have been notified of absence.
- ☐ Student has made arrangements with teachers to make up assignments.
- ☐ I understand my student may access Schoology while on vacation to keep current with studies if needed.

Teacher initials by class period:

1st _____ 2nd _____ 3rd SNAP 4th _____ 5th _____ 6th _____ 7th _____ 8th _____

Principal Signature: _____ Date: _____

Dean of Students Signature: _____ Date: _____