

# Seneca East Local Schools

## Vacation Request Form

Parents requesting permission for their child to miss school for the purpose of a family vacation or college visit should complete this form and return it to the school office prior to the anticipated absence.

Student Name (One student per form)

\_\_\_\_\_

List: 1.Date(s) the student will be out of school      2.Date the student will return to school

\_\_\_\_\_

Please list all of the teachers the student sees on a daily basis. Teachers will then sign off that they know about the absence. Teacher and student will discuss if the teacher will provide missed work for the student prior to the date or upon return.

Subject	Teacher	Teacher Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

We fully understand the condition of vacation absences as stated above.

\_\_\_\_\_  
Parent's / Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date