KEYSTONE ELEMENTARY SCHOOL
VACATION REQUEST FORM

Please complete and return this form to the principal several days in advance of your vacation. Vacation days may not exceed five days per school year.

The student is required to make up assignments as directed by his/her teacher. The guardian(s) will ensure this is done. The student has the same amount of days absent to complete the work after he/she returns. (2 days absent = 2 days to complete work after student returns)

STUDENT’S NAME ____________________________
GRADE_____________ TEACHER _______________________

DAYS OF REQUEST _____________________________
REASON FOR REQUEST __________________________

__________________________________________
Parent’s Signature

Assignments for period of absence (to be completed by the classroom teacher)

REQUEST GRANTED  REQUEST DENIED

__________________________________________
Principal’s Signature

Date

Copies: 
Parent
Teacher
Principal