SCHOOL APPROVED VACATION FORM

The following four (4) items must be completed for vacation days to be school approved.

1. **Notification received by the Dean of Students in writing two (2) weeks prior to the first vacation date.**

2. **Notification of teacher and evidence of obtaining make-up work prior to departure (see left side of assignment section below).**

3. **Completion of make-up work (including tests, projects, assignments, etc.) (see right side of assignment section below)**

4. **Return this completed sheet within two (2) weeks of returning to school to the Dean of Students Office. Failure to return the sheet will keep the absences as Parent Approved and not School Approved.**

******Teacher signature indicates that work has been assigned and completed. Please date each section.******

SUBJECT	*DATE ASSIGNED*	*SIGNATURE*	*DATE COMPLETED*	*SIGNATURE*