

**KORAES ELEMENTARY SCHOOL VACATION OR EXTENDED ABSENCE  
PRE APPROVAL REQUEST FORM**

Parents of student(s):

You are strongly encouraged to take family vacations during the summer and during school holidays such as winter or spring break. In the event that this is not possible, the principal's office as well as the child's teacher should be informed in advance of any special vacation or situation that will cause students absence from school. It is the parent's responsibility to contact teachers about make-up assignments for a child who is absent.

Please use the form below to notify the teacher and principal's office at least 10 days in advance. Return this form to the school office.

Sincerely,  
  
Principal

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Extended Absence Pre Approval Form

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Reason for extended absence: \_\_\_\_\_

\_\_\_\_\_

Dates of school to be missed: FROM \_\_\_\_\_ TO \_\_\_\_\_

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To be completed by school office

Teacher's Name: \_\_\_\_\_

Make up work given: \_\_\_\_\_ Make up work to be completed by: \_\_\_\_\_

Excused or Unexcused \_\_\_\_\_ Principal's Signature \_\_\_\_\_