

# Liberty Center Schools Parent/Student Vacation Form

Date: \_\_\_\_\_

I would like to take \_\_\_\_\_  
Name of Student

On a trip to \_\_\_\_\_

It will be necessary that he/she miss school on \_\_\_\_\_  
Date(s)

**Adopted by the Board of Education:**

If a family vacation is necessary, students will be allowed up to five (5) days excused absence for family vacations with their parents, provided prior notice is given the principal, and the proper form is processed **prior** to the student's departure for vacation. The students are required to **get assignments 2-days ahead of time or at teacher discretion** and all assignments are to be completed and turned in upon the **student's first day back** from vacation. All tests and quizzes shall be made up within 3 school days upon returning to school.

The 5-day vacation time shall count as time absent in calculating the hours absence limitation. Vacation days over the permitted 32.5 hours for a semester and 65 hours for the year, will be unexcused with the student not being permitted to make-up any work for the days listed as unexcused. Parents of students who are consistently over their allotted excused absences or who are at academic risk are discouraged from taking their child out of school for a vacation.

I am aware of my child's current school attendance and grades.

\_\_\_\_\_  
Signature of Parent

Period	Teacher Signature	Subject/Class	Current Grade

**PARENTS WILL BE NOTIFIED IF, IN THE OPINION OF SCHOOL OFFICIALS, THE STUDENT'S ABSENCE MAY ADVERSELY AFFECT THE STUDENT'S GRADE.**