

Corpus Christi Catholic School

Vacation Request Form

Parents requesting permission for their child to miss school for two or more days for the purpose of a vacation should complete this form and return it to the school office at least a week prior to the anticipated vacation. If this is not filled out before the child(ren) leaves on vacation, students may not receive the work that will be missed until they return. Please note the following:

Student Name (one student per form): _____

List the dates the student will be absent from school for vacation: _____

Student will be returning on: _____.

Please list all teachers the student sees on a regular basis. The student is responsible for obtaining each teacher's signature, confirming that the teacher is aware of the planned absence. Once all signatures have been obtained, the completed form should be turned in to the school office. Upon the student's return, each teacher will review any missed assignments with the student and establish a deadline for completing the work.

Teacher	Subject	Current Grade	Teacher Signature

Parent and students should be aware of the following information:

- Teachers are not required to prepare work in advance for students and are not responsible for teaching material missed. This includes class discussions, activities, and participation points that may occur in the classroom that cannot be duplicated or made up.
- Students should obtain the assignments of the missed classes during the absence and turn in the work on the due date assigned by the teacher.

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

Parent signature: _____

Date: _____