

# Johnstown-Monroe School District

## Vacation Request

### 2020-2021

**Date of Request:** \_\_\_\_/\_\_\_\_/20 \_\_\_\_

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

(Sign and date form prior to submitting\*)

Reason for Absence/Destination: \_\_\_\_\_

Student will be accompanied by: \_\_\_\_\_

Dates of Vacation: \_\_\_\_/\_\_\_\_/20\_\_\_\_ to \_\_\_\_/\_\_\_\_/20\_\_\_\_

**Five vacation days may be excused; however, these five days will count toward the 65-hour threshold for excessive absence. Vacations taken by a student who has already reached the 65-hour threshold for excessive absence will be counted as unexcused.**

1. List all of the student's teachers.
2. Obtain signatures from all teachers.
3. Submit completed form to the building administrator.

Teacher Name (to be completed by student)	Teacher Signature	Date

\*Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_