

Bright Local Schools

VACATION REQUEST FORM

Vacation days will count in the 16 days/100 hour total for absences during the school year.

All assignments are due within three (3) days of returning from vacation.

Name _____ Grade _____ Phone _____

Dates of Vacation _____

Reason for Request (Be Specific) _____

Parent Signature _____

Required before obtaining principal's signature

Principal's Signature _____ **Approved** **Not Approved**

Must be signed by parent and principal before submitting to teacher

TEACHER ACKNOWLEDGEMENT

PERIOD	SUBJECT	TEACHER'S SIGNATURE	ASSIGNMENT
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____

Teachers: Please sign above to indicate your knowledge of the student's absence and list the assignments required to be completed upon return from vacation.

This form is to be returned to the office at least **five (5) days prior** to the requested vacation date(s).