

## Rochester School District - Request for Vacation Travel

Good attendance at school is paramount in a child's successful educational program and vacation should be planned around the school year as much as possible. Oftentimes vacation travel can be quite educational and may enhance the educational program provided the student has not missed too many days of school and is educationally able to keep up with the regular work and makeup work. In situations that are essentially unavoidable, schools are permitted to grant excused absences in order to travel. The Rochester School Department **allows up to 5 excused vacation days per year.** Please consider the following stipulations in order for the travel to be considered excused:

1. We ask parents to consider seriously the effect extended absences may have upon a student's school progress.
2. Parents and students assume full responsibility for any tests or assignments missed during the period of absence. Assignments are due on the day of return to school in order to assure teachers that the student is abreast of the classroom activities.
3. Teachers are not obligated to permit make-up work if proper arrangements have not been made **prior** to departure.
4. Vacation travel requests should be submitted to the office at least **three weeks in advance** of the vacation.
5. **ANY** absences during state mandated testing days are strongly discouraged.

Student (name): \_\_\_\_\_

Absence from school beginning on \_\_\_\_/\_\_\_\_/\_\_\_\_, through and including \_\_\_\_/\_\_\_\_/\_\_\_\_,

in order to \_\_\_\_\_

As the parent or legal guardian of the above named student, I have seriously considered the impact this absence will have on my child.

\_\_\_\_\_  
PARENT Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
OFFICE Signature

\_\_\_\_\_  
Date

Office: Your signature in the space above means that the parent/guardian has informed you of the student's intended absence. Sign and date upon receipt of this form.

-----  
**APPROVED -** \_\_\_\_\_

**NOT APPROVED -** \_\_\_\_\_

**Principal Comments:**

**Signature of Principal -** \_\_\_\_\_

**TEACHER COMMENTS ON BACK OF THIS FORM**

Teacher Comments \_\_\_\_\_

---

Teacher Signature

Teacher Comments \_\_\_\_\_

---

Teacher Signature

Teacher Comments \_\_\_\_\_

---

Teacher Signature

Teacher Comments \_\_\_\_\_

---

Teacher Signature

Teacher Comments \_\_\_\_\_

---

Teacher Signature

Teacher Comments \_\_\_\_\_

---

Teacher Signature

Teacher Comments \_\_\_\_\_

---

Teacher Signature