



## Planned Family Vacation Notification Form

This form should be submitted at least one week prior to planned vacation.

Student's Name (please print)	Grade

**Dates of planned absence:** \_\_\_\_\_

**Total number of School Days of Absence:** \_\_\_\_\_

**PLEASE NOTE:** Schoolwork will not be provided before family vacations. The student bears the responsibility of the completion of all work missed due to absences because of a family vacation. Students will be permitted to make up all of the work missed within a period of time equal to half the number of school days missed. Any work not made up after the allotted time will receive a zero.

To keep current while out, please check the the class teacher's Google Site on the school website.

While we recognize the need to take a family vacation when a parent or guardian's work schedule permits, Massachusetts state law requires students to be in school while it is in session, and doesn't allow a family vacation as an approved reason for absence.

Turning in this form to the school will eliminate the need to call your home daily while your child is out for a vacation. It will also eliminate the need for a doctor's note after five consecutive school days missed.

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

**Signature of School Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*A blank copy of form can be found on our school website (under "Forms and Docs"). A copy of the completed form will be given to the child(ren)'s teachers for documentation and to assist in planning for makeup work.