

**RILEY STREET MIDDLE SCHOOL
FAMILY VACATION**

Board Policy (Absences and Excuses - Cf. IHEA,JDD) states “any absence from school, other than for illness, is discouraged by the board,” However, students wishing to take part in a planned family vacation will be excused if they meet the following qualifications:

- A. The student must be accompanied by one or both parents.
- B. Written initial request for excused vacations must be submitted to the school principal’s office. A written follow-up form must be completed and returned to the office. (THIS FORM)
- C. The request for excused vacation time should be made a minimum of five (5) days in advance of the scheduled vacation.
- D. Advance assignments must be collected by the student from individual teachers before leaving. Generally students have two days for every day out to make up missed assignments when they return to school, not to exceed 5 days total make up time. However, teachers may stipulate due dates prior to the vacation.

Student’s Name _____ Grade _____

Released Time Date _____

Parent’s Signature _____

ASSIGNMENTS

1st Period
2nd Period
3rd Period
4th Period
5th Period
6th Period

FINAL APPROVAL _____