Xenia Community Schools
Vacation Request Form

1. A Vacation Request Form must be completed by a student’s parent or guardian and submitted to the building principal a minimum of five (5) school days prior to the planned vacation.

2. The building principal may approve a vacation request up to a maximum of 32.5 hours.

3. The student must make arrangements regarding make-up work with all teachers prior to leaving for vacation.

4. Make-up work must be completed and submitted at the time the teacher specifies. The student will receive credit if all absences are excused and the work is of satisfactory quality.

5. A Vacation Request shall not be approved by the principal for students who require a medical excuse because of the accumulation of 65 hours of absence.

__________________________________________

Student’s Name: ___________________________ Grade: _____ Building: ___________________

Parent’s Name: _____________________________ Parent’s Phone #: ______________________

Dates Requested: ______________________________

Purpose of Vacation: ______________________________

__________________________________________

Parent’s Signature Date

_____ Plan is Approved _____ Plan is Denied

__________________________________________

Principal’s Signature Date