

CHARLOTTE HIGH SCHOOL PRE-ARRANGED VACATION FORM

The school calendar offers ample time to arrange vacations when not in session. School is in session only 38 weeks of the year, so we expect parents to plan their family vacations during the scheduled school vacation periods. A school calendar is located in the front of the student handbook.

When vacations cannot be arranged during school vacation times, parents can request to excuse students for vacations up to three days a year by contacting the Attendance Office and securing the approval of the assistant principal prior to the absence.

Vacations in excess of three (3) days are charged against the five (5) day attendance requirement absence limit. Example: With a family vacation of five (5) days, three (3) of those days don't count against the attendance requirement, the remaining two (2) days do count. In addition, vacations in excess of three (3) days count against the outstanding attendance incentive (opt out) plan.

Vacation request will be considered based on the following criteria:

1. The nature of/or reason for the request.
2. Whether the student has had a good attendance record.
3. Whether the student has satisfactory grades in all classes and can afford the additional absences without being significantly affected.

NOTE: Vacation days must be requested and approved prior to departure. It should be noted that hunting trips are considered vacations.

STUDENT'S NAME: _____ GRADE _____

NUMBER OF DAYS ABSENT: Excused _____ Unexcused _____

DATES BEING REQUESTED: _____

REASON FOR REQUEST: _____

TEACHER RECOMMENDATIONS			
TEACHER	CLASS	GRADE	RECOMMENDATION
1A			
1B			
2			
3			
4			
Administrator's Signature _____		Date _____	<div style="display: flex; justify-content: space-around;"> <u>APPROVED</u> <u>DENIED</u> </div>

Parent's Signature _____