

**HAMILTON SCHOOL DISTRICT
Sussex, WI**

FAMILY VACATION REQUEST

Name: _____ Grade: _____ Date: _____

School attendance contributes to academic success. Parents/guardians should understand that school absences could affect the student’s academic progress. Family vacations should be taken whenever possible when school is not in session. A family vacation is defined as a trip the family takes overnight and out of the metropolitan Milwaukee area. Where circumstances require that a student miss school for a family vacation, the parent/guardian must notify the school prior to the absence and complete this form. Failure to notify the school through the family vacation request form and/or make up the work missed may result in no credit for coursework missed or due on the day of an absence.

I request that _____ be excused from attendance at school on the following dates: _____ for the following reason: (please be specific)

Home Address: _____ Home phone: _____
City: _____ Zip Code: _____

I have reviewed the paragraph above and understand the importance of attendance to learning.

Parent/Guardian Signature: _____

Mother's work phone: _____

Father's work phone: _____

Administrative Signature: _____

Comments: _____

Teacher(s) Signature: _____ Comment _____
Teacher(s) Signature: _____ Comment _____
Teacher(s) Signature: _____ Comment _____
Teacher(s) Signature: _____ Comment _____
Teacher(s) Signature: _____ Comment _____
Teacher(s) Signature: _____ Comment _____
Teacher(s) Signature: _____ Comment _____

This form is to be returned to the school office no later than one week prior to the absence.

Copies: School Office, Parent(s)

APPROVED: September 5, 1989
REVISED: January 3, 1990
February 5, 1991

REVIEWED: January 8, 2002
REVISED: October 3, 2006
May 1, 2007
REVIEWED: June 20, 2016

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