



STUDENT VACATION REQUEST FORM

Family vacations and activities should be planned to not interfere with a student's school attendance and education. **According to the State of Wisconsin, by law a student can only be excused for a maximum of ten (10) days per school year.**

Please submit a request for vacation to the school office for Principal approval at least two weeks (or as soon as possible) in advance of the planned absence.

Make up work is dependent upon the nature of the class and the type of work missed. It is the student's responsibility to complete make-up work after his/her return from vacation.

Request forms are available in the school office or online at www.sothschool.weebly.com/forms.

Date	
Student(s)	
Grade(s)	
I request that my child(ren) be excused from attending school on the following date(s):	
For the following reason (please be specific):	
Parent/Guardian Signature	
Parent/Guardian Contact Phone Number	
Principal Signature for Approval	

Email Approved Information to: Homeroom Teachers, Specialist Teachers, Parent/Guardian