



TCS REQUEST FOR ABSENCE/VACATION FORM

This form is to be used when it is known in advance a student is going to be absent from school to make a trip or be absent because of some unusual circumstance. School Board Policy/Accreditation requires a minimum of 170 instructional days allowing for 10 absences. ***Black out period – week of SAT testing.*** Please return this form to the Office before leaving school.

Student Name(s) _____

Teacher(s) _____ **Grade(s)** _____

Date(s) of Absence: _____ **Total # of Days** _____

For the purpose of: _____

Signature of Parent/Guardian: _____ **Date:** _____

_____ I am requesting homework for my student while they are out of school.
(Please give the school a week's notice to compile homework.)

Teacher Acknowledgement: _____ **Date:** _____

Approved Denied

Administrator

Office Use Only:

Name of staff personnel who contacted parent: _____

Date: _____ Time: _____