

Vacation Request

Please be advised that my child, \_\_\_\_\_, will be taking a week of vacation, effective \_\_\_\_\_. Unless notified otherwise, I will utilize my vacation credit for this week and will not send my child to school.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



\_\_\_\_\_ Approved  
\_\_\_\_\_ Rejected, Not due vacation until \_\_\_\_\_

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
Date