

# Request for Student Vacation

North Baltimore Local Schools  
2012 Tiger Drive  
N. Baltimore, OH 45872  
Phone: 419-257-3464; Fax: 419-257-0084

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

Vacation Guidelines: This form must be received in the office at least 3 days prior to the trip. Late vacation forms may result in use of parent excused absence (if available).

Students only get 5 vacation days per school year unless the principal grants an extension for good reason. Also, since only 5 parent excused absences are given, those days over 5 could result in unexcused absence with zeros for any missed class assignments, tests, etc.

Vacation requests may be denied if a student has (1) five vacation days have already been used for the school year, (2) used up their 5 parent excused absences in that semester, (3) has grades lower than Cs OR (4) the student has had 10 overall absences during the same semester as the vacation request. (5) Students do not get the same amount of time to make up school work as allotted for sickness. Students on a vacation get half (½) the amount of time to make up school work. Example: A student is on vacation for 4 days, then work must be made up within 2 days upon return.

Parents: please explain the nature of this vacation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**It is the responsibility of the student to see each teacher and make arrangements to get assigned work prior to leaving on vacation. Signatures indicate agreement with the guidelines above.**

\_\_\_\_\_  
Date(s) of proposed vacation

\_\_\_\_\_  
Parent's Email Address

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

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*For office use only*

*This vacation request is:      Approved*

*Denied*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Administrator*