



6th -12th Grade Vacation Notification Form

Students planning to take a vacation during the school year need to fill out the following form and turn it into the school office for notification. All vacations are still considered unexcused absence, but this will help both students and teachers make sure there has been communication about any teacher approved make-up work. Vacations not planned and submitted in advance, or exceeding the limits set by the school, will also be recorded as an unexcused absence per the CCA Parent Student Handbook and students will not be allowed to make up the work or will have a late penalty applied. Vacation absence expectations are:

- Vacation days must be planned and teachers and school notified in advance; the number of days approved is at the discretion of the school administration, but overall absences cannot exceed 5 per semester (3 for T/Th classes).
- Students will arrange with teacher for what make-up work can be done and when.
- It is encouraged for students to have a passing grade before missing class.

Parents, please refer to the attendance section in the Parent/Student Handbook for further information on make-up work due to absences.

Complete the following:

- Student name and grade level:
- Date(s) of planned vacation:
- Destination and reason for travel:



Students: Have each of your teachers sign below to show they have been informed of the dates you will be gone and have given you any requirements for eligible make up work – including scheduling a date for any make up quizzes or tests that will be missed.

Class	Teacher Signature
English	
Math	
History	
Science	
Elective 1	
Elective 2	

By signing below both parent and student acknowledge that the student is responsible for arranging what assignments can be made up and scheduling when make-up quizzes/tests will be done PRIOR to the absence. (Arrangements must be made before, but it is up to the teacher if the work must be done before, during or after the absence).

Student Signature: _____

Parent Signature: _____

Submit to the School Registrar for notification prior to the trip.

Office Use Only

Please initial and date the following when complete:

Registrar/Office notified _____

Attendance record updated in FACTS _____

Date: _____