



Vacation Notification Form — Elementary

Grades K–5

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 documentation. This makes sure students, parents, and teachers will know what make-up work can be done and when. These are still considered an unexcused absence. Vacations that do not have this notification completed 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 work will not be allowed or will incur a late penalty per teacher discretion. Vacation absence expectations are:

- Vacation days must be planned and teachers and the office notified in advance; the number of days approved is at the discretion of the school administration.
- Students will arrange for any make-up work prior to absence with teacher discretion for when it is to be completed.
- It is recommended that students who are not passing their classes should avoid missing school for vacations as this will further disrupt their learning.

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 the teacher(s) listed below sign to show they have been informed of the dates you will be gone and that you are passing their class at the time of this request.

Grades K–2

Class	Teacher Signature
Classroom Teacher	
Specials Teacher (only one needed – they will communicate with the others)	



Grades 3–5

Class	Teacher Signature
Math/Science Teacher	
History/English Teacher	
Specials Teacher	

By signing below both parent and student acknowledge that the student is responsible for obtaining assignments and arranging make-up quizzes/tests PRIOR to the absence.

Student Signature: _____

Parent Signature: _____

Submit to the School Office for prior to the trip.

Office Use Only

Please initial and date the following:

Registrar/Office notified _____

Facts Attendance Updated _____

Date: _____