

Riverdale Middle School Student Vacation Request Form

Families cannot always plan vacations to coincide with school holidays. Riverdale District 100 will excuse students for family vacations as long as the family agrees to the conditions below and provides the requested information **prior to** departure from school:

PREARRANGED ABSENCE - PARENT REQUEST

Any student knowing he or she will be absent for an extended period of time must have a written parent request and complete the form below. Request, with reason, must be made four (4) school days in advance. **The student is responsible for all work missed and all work must be completed by the end of the day upon the student's return.** Total excused prearranged absences will be five (5) days per school year. (Refer to page 6-7 in the Student Handbook)

1. We ask parents to consider seriously the effect extended absences may have upon a student's school progress.
2. Parents and students assume full responsibility for any assignments or tests missed during the period of absence. Assignments, if given, are due at the end of the day of return in order to assure the teachers that the student is abreast of classroom activities.
3. Teachers are not obligated to prepare make-up work if proper arrangements have not been made prior to departure.

1. Student's Name _____ Grade _____

2. Reason for Vacation/Absence _____

3. First Date Absent: _____ Date of Return to School: _____

4. Parent Signature: _____

5. Signature(s) of Classroom Teachers (**indicates homework was given to student**)

ELA: _____

Social Studies: _____

Science: _____

Math: _____

STEM: _____

Health: _____

PE: _____

6. Signature/Approval of Administrator _____ Date _____

Absence: _____ Excused _____ Unexcused

--Please complete and return to the main office before leaving--