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Oconomowoc Elementary Schools – Vacation Request Form

(Please complete one form per child)

When at all possible, family trips should be planned as to not interfere with a student’s school attendance and education. If this cannot be arranged and students must be absent from school for the purpose of a family trip, a student will only be excused for a maximum of ten (10) days per school year.

Student absence requests should be submitted at least one week in advance of the planned absence. The request should be made on this form and submitted to the principal for approval.

It will not be possible for all the missed schoolwork to be prepared ahead of time. Some work may be very difficult to complete outside of the classroom. The teacher will inform you of any homework that needs to be completed and turned in when the student returns to school.

I request that _____ **Grade:** _____ **Teacher:** _____
be excused from attendance at school on the following dates for a family vacation.

Dates: _____ **Parent/Guardian Signature:** _____

To be filled out by teacher (please check all that apply)

- District or state testing will occur during requested absence
- Student is likely to maintain progress even with missed days
- Student may struggle with gaps created by missed instruction
- Student has difficulty whenever a day is missed

To be filled out by the office

Days of Absence: Current Year Last Year
 IL ___ VA ___ IL ___ VA ___
 OTHER _____

- Absence approved
- Absence approved with reservations due to previous absences
- Absence approved with reservations about missed learning
- Absence not approved



Two missed days a month adds up to being a half a year behind by the time your child reaches 4th grade. And once a child falls behind, they rarely catch up.

Student success begins with attendance. Regular school attendance develops habits of punctuality, self-discipline, and responsibility in students.

DID YOU KNOW?

- When a child misses just one day of school, it takes two days to catch up.
- When students are not in class, they miss important information and instruction.
- Students can fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole class if the teacher has to slow down learning to help children catch up.

Attending school every day is one of the most important tools for student success. All students need to be in school EVERY DAY, on time, except when they are sick.

Principal’s Signature: _____ **Date:** _____

Declaracion de Traducción: Estamos trabajando diligentemente para traducir nuestros documentos al español. Por favor comuníquese con la escuela de su hijo para aclaración. Si todavía necesitas aclaración, por favor comuníquese con Martita Mirsberger al (262) 560-8306 ext 8343.

Nondiscrimination: The Oconomowoc Area School District provides assurance that no student is discriminated against because of the student's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.