

Mukwonago High School

Vacation Request Form

Submit this form to the attendance office a week PRIOR to the requested vacation days. Parents should contact the attendance office with any questions.

262.363.6200 select (option 1) X25900.

(Attendance 24 hour number)

Student Name: _____

Grade: _____

Reason for request: _____

Dates requested to be excused: _____

(**If there is a change in these dates after submitting please contact attendance)

Name of Parent/Guardians making request and current phone number:

#1: _____

#2: _____

Parent/Guardian Signature

Date

****NOTE: Student is responsible for collecting their homework prior to being absent.**

FAMILY VACATION REQUEST FORM

**Reference School Board Policy JBAC
Student Attendance Policy and Rules**

Please read the following and complete the reverse side.

FAMILY TRIPS

When at all possible, family trips should be planned so as to not interfere with a student's school attendance and education. If this cannot be arranged and students must be absent from school, a student will only be excused for a maximum of ten (10) days per school year. If there are some exceptional circumstances that parents feel warrant an extension of this maximum limit, the parent can meet with a school administrator to discuss. Trips where the parents do not accompany a student will not normally be approved.

It is recommended that any student absence/vacation requests shall be submitted to the school attendance office at least one a week in advance of the planned absence/vacation. Failure to follow this procedure within the timeline specified may result in the student being classified as truant. Students who are truant may place themselves and their parents/guardians in jeopardy of violating the compulsory school attendance laws of the State of Wisconsin.

Make-up arrangements for an excused absence shall be at the initiative of the student and/or parent and the discretion of the teacher, and must be completed within the stated time limits of the school's attendance policy. Make-up provisions may differ among teachers, depending upon the nature of the class and the type of work missed. Alternative assignments may be an option in some situations. It is the student's responsibility to check with each teacher to determine any make-up arrangements. It is recommended that these arrangements be made prior to the student leaving on the family trip.