



Absence/Vacation Request Form

When requesting vacation or absence, please fill out this form and return it to the office. All requests for absences must be in writing, with a two week notice, as stated in the Parent Handbook. If you would like to use your Vacation Credit, please indicate on this form the number of days you are requesting. You may break these days up when requesting credit. Account must be at a zero balance at the time of vacation for credit to be applied.

Name of Child(ren): _____

Days of current attendance (please check): M___T___W___TH___F___

Dates requesting off : _____

Date returning to IXL: _____

I would like to use my vacation credit (please circle): YES or NO If yes, # of days: _____
(allotted vacation days are equivalent to number of days a child attends per week)

Signature of Parent/Guardian: _____ Date: _____

(Office Use) Approved by: _____ Date: _____



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