

**GATEWAY H.S./CROSSROADS MIDDLE**  
**Vacation Approval Form**

**THIS FORM AND AN ATTACHED PARENT NOTE MUST BE RETURNED TO THE ATTENDANCE CLERK PRIOR TO DAY(S) OF ABSENCE**

It is strongly recommended that parents plan vacation for times when school is not in regular session. It is recognized, however, that occasionally students are absent for necessary or important family activities. When this occurs, prior written notification from a parent is to be approved by an administrator, signed by your teachers and returned to the attendance clerk before the vacation. Even though the absence may be excused, students are required to make-up work missed during that time. Some schoolwork missed, such as class participation or laboratory experiments, does not lend itself to make-up. Missing such assignments may also affect a student's grades. All absences will apply to the school's attendance policy and may result in the denial of a course credit. **Teachers will not be expected to provide work for students before leaving on a pre-approved absence. Students will be given a specific deadline when make-up work is to be completed.**

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

**PHONE NUMBER WHERE PARENT OR GUARDIAN CAN BE REACHED:**

DAY: \_\_\_\_\_ EVENING: \_\_\_\_\_

DATE OF ABSENCE(S): \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

**Teacher Acknowledgement and Make-up Work Agreement**

Mod 1: \_\_\_\_\_ Date Signed: \_\_\_\_\_ Make-up work will be due by: \_\_\_\_\_

Mod 2: \_\_\_\_\_ Date Signed: \_\_\_\_\_ Make-up work will be due by: \_\_\_\_\_

Mod 3: \_\_\_\_\_ Date Signed: \_\_\_\_\_ Make-up work will be due by: \_\_\_\_\_

Mod 4: \_\_\_\_\_ Date Signed: \_\_\_\_\_ Make-up work will be due by: \_\_\_\_\_

Mod 5: \_\_\_\_\_ Date Signed: \_\_\_\_\_ Make-up work will be due by: \_\_\_\_\_

I, \_\_\_\_\_ (student name) understand that any work missed is my responsibility to complete by the dates listed above for each of my teachers. I fully understand that any work not completed by the listed dates could result in less than full credit for the assignment(s) or no credit awarded at all. I agree to complete all work missed by the due dates listed.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*ADMINISTRATOR SIGNATURE\*\*** \_\_\_\_\_  
(Last signature to complete the form)