Churchill Jr. High School

**Vacation Pre-Approval Form**

(Absences in excess of 3 days)

Please complete and submit to the office a minimum of three (3) days prior to the first day of absence.

|  |  |
| --- | --- |
| Today’s Date |  |
| Student Name |  |
| Student ID # |  |
| Parent Signature |

|  |  |
| --- | --- |
| Dates requested |  |

Reason for absence

NOTE: Even with trip pre-approval, if you miss eight (8) or more days in one (1) quarter, you can receive no higher than a two (2) in citizenship.

It is the responsibility of the student to inform teachers of the dates they will be absent from class. Makeup work may not be allowed if teachers have not been notified of the absence in advance.

Teacher Signatures

|  |  |  |  |
| --- | --- | --- | --- |
| 1 |  | 5 |  |
| 2 |  | 6 |  |
| 3 |  | 7 |  |
| 4 |  |  |

Return completed form to the office.

Administrator Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_