



CARLISLE ELEMENTARY SCHOOL
VACATION REQUEST FORM

Each student is allowed five **pre-approved** vacation occurrences per school year. These vacation occurrences must be approved in advance by the principal in order for them to be excused. These occurrences shall be included in the twelve occurrence rule stated in the student handbook. Approval will be based upon your child's attendance records and grades. Please fill out this form and submit to the office for approval.

This form must be submitted at least two weeks before the requested vacation date

Student Name: _____

Teacher: _____

Time Period Requested for Vacation: _____

Phone Number: _____

Parent Signature: _____

Date Submitted: _____

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FOR OFFICE USE ONLY

Total Number of Occurrences: _____

Please attach a copy of the student's grades

Approved _____

Principal's Signature: _____

Denied _____

Date: _____