

# West Mifflin Area School District Vacation Request Form



Under the West Mifflin Area School District Attendance Policy, student absences from school resulting from family vacations with an educational value will be granted **ONE (1) TIME PER YEAR FOR NO MORE THAN FIVE DAYS**. If the student is absent more than allowable, the absences will be marked **UNEXCUSED**. Permission **MUST** be obtained **at least five (5) school days prior to departure**.

Educational vacations shall be ruled excused if:

- The parent/guardian provides a written request for excusal to the building principal on this form **at least five (5) school days prior to departure**
- The parent indicates the school days to be missed, the destination of the trip, and the educational value of the trip.
- The request is approved prior to departure.
- **No trips will be approved the first two weeks of school, last two weeks of school, or during standardized testing.**

Students are responsible for all missed academic work. All academic work shall be completed within the time period not exceeding the number of days absent as a result of the trip.

Student Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date(s) of absences(s) \_\_\_\_\_

Destination \_\_\_\_\_

Please give a brief summary explaining the educational value of this trip:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Counselor Signature

\_\_\_\_\_  
Principal/Assistant Principal

**Please Circle School:**    High School    Middle School    Clara Barton    Homeville