

Office	
Parent	
Teacher	

Vacation During School Year

Request for permission for a student to be out of school for reasons other than illness

According to the policies and regulations of the Board of Education in the Diocese of Allentown, parents/guardians who must take their children out of school for family vacation, or other reasons, must write a letter specifying the dates of absence. Teachers involved are not responsible for giving work in advance or makeup work to these students. During the testing weeks (ITBS, Cognitive, exams, etc.), approval will be given for emergency reasons only.

Aware of the above norms, I request permission for:

(Student's Name) _____ (Grade) _____

to be out of school during this time _____ (Month/Days/Year)

Educational Opportunities:

Other: _____

I realize that it is my responsibility to see that my child (children) receives special instruction in lieu of the lessons missed during the absence. I am willing to pay a fee if the teachers have to provide special services.

Date

Parent/Guardian Signature(s)

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Permission is granted according to the norms outlined.

Date

Principal