

**Verona Area School District
Request for Excused Absence
Family Vacation**

Parent and guardians are required to notify the school attendance officer or designee prior to leaving and the student shall make up all work to be missed ahead of time. It is requested that parent/guardian limit absences of this type to no more than 5 days per school year. The days beyond this amount will be unexcused. (Ref: Verona Area Schools' Attendance Policy)

Name: _____ Grade _____

Request permission to be absent _____ to _____
(Date) (Date)

For _____
(Reason)

The student understands that he/she should arrange with the classroom teacher for any make-up assignments for this time missed, and that he/she will be held responsible for any material missed in class presentations.

Parent Signature

Teacher's Signature

Principal's Approval

Total days absent in the present school year: _____

Copy to: School Counselor
Attendance Officer