

Request for Approval of an Excused Absence for Family Vacation or College Visit

Student Name: _____ Grade: _____
 Parent/Guardian Name: _____ Home phone: _____
 Street Address: _____ Work phone: _____
 City: _____ Zip Code: _____ Today's Date: _____
 Date of Absences: FROM: ____/____/____ TO: ____/____/____ **
 Nature of Absence (initial one): _____ College Visit _____ Family Trip _____ Other (please comment)
 Comment/ Explanation: _____

 If the absence has already occurred, why was prior approval not requested? _____

Directions for Completing Form:

1. Student and parent complete the shaded portions of the form.
2. Form must be submitted to the attendance office for approval 3 days before the absence.
3. Vacation days may not surpass 5 days in a school year per FCPS. If the total number of vacation days goes beyond 5 days, a meeting with an administrator will be needed to arrange buy back time.

| Block | Teacher Name | Comments |
|-------|--------------|----------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

Parent/Guardian Signature: _____
 ** Note: More than 5 vacation days in a school year will require a meeting with an administrator to arrange buy back time.
Submit completed form to the attendance staff or email to LHS.attendance@fcps.org

Office Use Only

Attendance Office: Attach attendance summary report and other absence approvals
Teachers: This form will be returned to parents. Please initial and make comments.
Guidance Counselor Comments: _____

Approval Status

_____ Approved Telephone #: _____
 _____ Denied Date: _____
 _____ Comments: _____
 Administrator Signature: _____