Arcadia High School/Middle School
Student Vacation Travel/Pre-Planned Absence Form

When at all possible, family trips should be planned so as not to interfere with a student's school attendance and education. If this cannot be arranged and students must be absent from school for the purposes of a family trip, college visit, work/needed at home, prior approval is needed for the absences to be considered excused. Since many families cannot always plan vacations to coincide with school holidays, Arcadia HS/MS will excuse students' request for leave of absence provided the family and the student agree to the conditions below and provide the requested information prior to departure from school.

Student Vacation Travel/Pre-Planned Absence Procedure:

1. Student obtains the Pre-Planned Absence form from the office.
2. Parent/guardian and student complete and sign the request/agreement form.
3. Student presents the form to each teacher at least three (3) school days in advance of the last day of attendance.
4. The student returns the completed form to the office at least one (1) school day before the last day of attendance.
5. Family Vacations and other Pre-Planned Absences will **NOT** be approved during Statewide Testing or Semester Exams.
6. Failure to complete the necessary steps will result in the request being denied and absences will be considered Unexcused.
7. Once a student has accumulated 65+ hours of missed school, no vacations will be approved.

Student Name: _____ Grade _____

Reason for Vacation/Absence Request: _____

First Date of Absence: _____ Date of Return to School: _____

Period	Class/Teacher	Grade	Teacher Signature & Comments:
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6A/B	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____

PARENT/GUARDIAN AND STUDENT ACKNOWLEDGEMENT OF REQUEST FOR ABSENCE:

We have read the above procedure for an absence request and agree to the following:

A. Teachers are not responsible for tutoring students upon their return.
B. All assignments must be submitted upon the first day returning to school unless other arrangements have been made by the individual teacher.
C. Prior to the student's absence the teacher and student must arrange a schedule for test and quiz make-up.

Student Signature: _____ Date:_____

Parent Signature: _____Date:_____

Principal Signature:_____Date _____

Approved: Yes____ No____

Reason request was denied: _____

_____

Revised 8/25/26