

**Prescott Memorial School
Vacation or Extended Absence Pre Approval request form**

Parents of student(s):

You are strongly encouraged to take family vacations during the summer and during school holidays such as winter or spring break. In the event that this is not possible, the principal's office as well as the child's teacher should be informed in advance of any special vacation or situation that will cause students absence from school. It is the parent's responsibility to contact teachers about make-up assignments for a child who is absent.

Please use the form below and return to the office.

Sincerely,

Crystal Boucher

Principal

Extended Absence Pre Approval Form

Child's Name: _____

Reason for extended absence: _____

Dates of school to be missed: _____

Teacher's Name: _____ Make up work given: _____

Parent's Signature _____

Principal's Signature _____ Excused or Unexcused

Entered in Infinite Campus by Attendance Secretary _____

