

# FERN HILL ELEMENTARY SCHOOL REQUEST FOR STUDENT VACATION

*(when using electronically, use the "Tab" key to move from field to field – do not use the "Enter" key)*

Date of Request: \_\_\_\_\_

Student Name(s):

---

---

---

---

Teacher Name(s):

---

---

---

---

Date(s) of Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Please be advised that West Chester Area School District Policy JB-Attendance allows up to a maximum of five (5) school days missed for family vacation/family events, pre-approved by the Principal, during the school year. **School days missed in excess of the five days will be considered Unexcused for attendance purposes.** The Principal will take into account the student's academic standing and attendance record prior to granting permission for time away.

Please be aware that the nature of the elementary classroom program is very dependent upon what happens during each day of instruction. Assignments and homework generally extend each day's lesson or are in preparation for the next day of classroom work. For this reason, teachers cannot create assignments in advance and provide you with work to take with you in every instance. Work and classroom instruction missed during this absence may not be able to be made up. Whenever possible, assignments that are missed will be given to the student upon return.

**Please submit this form via email to Mrs. Stacy Spiegel ([sspiegel@wcasd.net](mailto:sspiegel@wcasd.net)) or in hard copy format to the main office.**

---

**Your request for an excused absence from school for the dates listed above is approved.**

Approved: \_\_\_\_\_

Dr. Jennifer Southmayd, Principal

\_\_\_\_\_

Date