

# Legacy Christian Academy Vacation Notification Form

(Complete and return to School Office a minimum of two weeks in advance of absence)

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Days/Dates of Absence: \_\_\_\_\_

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

Parent's Signature: \_\_\_\_\_

\*Note: The Student Handbook states, "Student's make-up work will be arranged at each teacher's discretion. The student is expected to make up work in a timely manner as defined by the teacher. Work that is not completed in a timely manner may receive a reduced score or a zero."

## FOR OFFICE USE ONLY:

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

- Routed to the appropriate Administrative Assistant (Elementary or Secondary)
- Entered into Powerschool Attendance (by Administrative Assistant)
- Copy of "Vacation Notification Form" given to Attendance Office
- Copy of "Vacation Notification Form" given to student's teacher(s)
- Original form filed in student's cumulative folder

## FOR TEACHERS USE ONLY:

- Make-up work given to student on: \_\_\_\_\_
- Make-up work due date: \_\_\_\_\_
- Make-up work completed and given to teacher on: \_\_\_\_\_