

# Vacation Request Form – Record of Advice

(In-Term Vacation)

Parent Name: \_\_\_\_\_ Contact No: \_\_\_\_\_

**Students:**

1. \_\_\_\_\_ YR: \_\_\_\_\_ TCHR: \_\_\_\_\_

2. \_\_\_\_\_ YR: \_\_\_\_\_ TCHR: \_\_\_\_\_

3. \_\_\_\_\_ YR: \_\_\_\_\_ TCHR: \_\_\_\_\_

4. \_\_\_\_\_ YR: \_\_\_\_\_ TCHR: \_\_\_\_\_

Dates of absence from school: \_\_\_\_\_

**Reason:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Office Use Only*

Date : \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Integris Entered

Copy to Teacher

Letter Sent

File in Student File