

# Westwood Elementary School Family Vacation Pre-arrangement Form

Bloomington Public Schools encourage students to miss no more than 8 days during the school year. Students who miss more than 8 days of school in a given school year are less likely to make a year's worth of growth.

When at all possible family trips should be planned so as to not interfere with a student's school attendance and education. If this cannot be arranged and students must be absent from school for the purpose of a family vacation this form must be completed. In order to help you in planning and accommodate your request, forms need to be turned in to the school office at least 5 days prior to departure.

**Please do not schedule vacations during State mandated testing dates.  
The spring 2020 testing window is between March 2nd and May 30th, 2020.  
Our spring break is the week of March 23-27, 2020.**

Check with your child's teacher for the schedule of testing dates for their classroom. Parents/Students need to contact the teacher and make arrangements for makeup work before turning this form in to the office. Students are responsible for all missed assignments.

**This form needs to be completed for each student attending Westwood.**

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

Dates requested to be excused: \_\_\_\_\_

Family vacation (Please explain) \_\_\_\_\_

**I have read and understand the conditions listed above.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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The student listed above has made homework arrangements with me for his/her upcoming absence.

YES NO

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Date received in office: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Excused Absence? YES NO