



Portage Lakes Career Center VACATION FORM

Vacation days will be included in the 7 day limit per grading period as described in the Student Handbook. This vacation applies to PLCC classes **ONLY**.

_____ Student Name _____ will be on family vacation beginning _____ Date _____ and will return to school on _____ Date _____.

Absences *this* grading period _____. Number of tardies _____ as of _____.

Checked by attendance secretary _____.

Parent/Guardian Signature: _____ Date: _____

Program Instructor

Academic Instructor

Academic Instructor

Academic Instructor

Academic Instructor

Principal

The following procedures apply when parents request their child to accompany them on a family vacation during scheduled school days.

Teachers will be notified of the vacation request and will:

- Provide written assignments for the period the student will be gone.
- Give a definite date for the completion of assignments. Shop and lab assignments will need to be made up during class time if possible.
- Students will be given credit for work made up by the designated completion date.
- Lab/shop experience that cannot be duplicated cannot be made up. This may result in the loss of required hours necessary to achieve the Vocational Certificate.

This form must be signed by the parent/guardian, teachers and the Principal prior to the start of vacation.

According to the Student Handbook, the time limit to make up all work, test or quizzes is 3 days. The student will be marked – *Excused, Approved Vacation* – on the daily absence report. Please call your student off at 330.896.8200 if you exceed the requested & approved time.

Distribution: Student File
Instructors
Attendance