



Jordan Elementary School
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Jordan Elementary School Vacation Request Form

The school realizes that educational benefits can be gained for students when they are on a vacation with their families. The school will allow students to participate on a vacation with their family if the following procedures have been completed:

1. Written application for approval of vacation days must be submitted to the principal by a parent or guardian five school days prior to the start of the vacation.
2. The principal will consider the following in determining the approval or denial of the vacation request:
 - Student shows satisfactory progress in academic standards
 - Student exhibits appropriate behavior in school
 - Student adheres to school attendance policy
3. After the principal reviews the information listed above, the vacation will be approved or denied.
 - If the request is granted, **the family will not be contacted and can communicate with the classroom teacher** to arrange any homework the student needs to complete when he/she returns from vacation.
 - If the request is denied, **administration will contact the family to share why the vacation will not be an excused absence**. The parents may decide to still take their child out of school for the vacation, however, the absences would be considered unexcused.
4. The school will allow up to a maximum of five days of excused vacation time.

Name of student: _____

Dates of absence requested: _____

Reason for absence: _____

I understand that we must make arrangements with my child's teacher to complete missing work.

Parent/Guardian signature: _____

Homeroom Teacher signature: _____

Principal signature: _____

Office use only Vacation request has been approved Vacation request has been denied