



Jordan Elementary School
815 Sunset Drive
Jordan, Minnesota 55352
952-492-2336 main | 952-492-4446 fax

MELISSA BARNETT
Principal, Jordan Elementary School
mbarnett@isd717.org

Vacation Absence Approval

The school realizes that educational benefit 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 prior to the start of vacation.
2. The principal will consider the following in determining the approval for an excused absence or rejection of the vacation request:
 - Extracurricular eligible standards
 - Satisfactory progress in academic achievement
 - Appropriate behavior in school and adherence to attendance policy
3. After the principal receives information on the student's grades, a meeting with the parent/guardian may be held regarding approval or rejection.
4. The school will allow up to a maximum of five days of vacation.
5. After approval is granted, any homework that students need to complete can be done when they return from vacation.

Student Name: _____

Dates of absence requested: _____

Reason for absence: _____

I understand that my son/daughter must make arrangements with his/her teacher to complete missing work.

Parent/Guardian signature: _____

Homeroom Teacher signature: _____

Principal signature: _____

OUR MISSION

Inspire a caring community to ignite learning, innovation, and success for all!