

MARINE ACADEMY OF TECHNOLOGY AND ENVIRONMENTAL SCIENCE

Vacation Request Form

Date: _____

To Teachers: _____

_____ will be absent from school for a family vacation on the following dates: _____ thru _____.

As per the MATES student handbook, the classroom teacher will provide the student with appropriate assignments prior to the absence, if so requested by the student, parent, or guardian. When the student returns from vacation, it is the student's responsibility to communicate with the teachers to complete the missed assignments and/or assessments. Failure to complete the assignments and/or assessments within the specified time shall result in the issuance of a failing grade for the assignment and/or test. Students enrolled in dual enrollment college courses however must follow the policies and procedures of their professor.

Thank you for your anticipated cooperation.

Parent Signature

Date

Student Signature

Date

- CC: A. Carroll
J. Wnek
K. Manna
E. Gallicchio
K. Conway/J. Giglio-Stork