

MARINE ACADEMY OF TECHNOLOGY AND ENVIRONMENTAL SCIENCE

Vacation Request Form

Date: \_\_\_\_\_

Teachers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ will be absent from school for a family  
*Name of Student*

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 assessment. Students enrolled in dual enrollment courses must follow the policies and procedures of their professors.

Thank you for your anticipated cooperation.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

CC: Administration  
Attendance Office  
School Counselor