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Family Vacation Request Form

(please complete one form per child)

In accordance with the diocese of Fort Wayne-South Bend, SJHS discourages family vacations outside the designated days off from school. ***All family vacations in which a student misses school are unexcused absences and will be coded in the student's PowerSchool account as an AUF (Absence Unexcused Family--diocesan policy P4040).*** Absences due to a family vacation must be approved by the Assistant Principal of Student Life. If a student is going to miss two or more days of school, parents must make a request in writing at least one week prior to the first day of the absences. If the one-week advance notice is not provided, make-up work may not be graded. Should the request be granted, the student is expected to be up-to-date in all classes upon his/her return, including all homework. Tests, quizzes, and other missed work are due at the discretion of the teacher.

Please see Section 5: Specific Absences on page 16 of the Student-Parent Handbook for more information.

Student name: _____ Grade: _____

Date(s): _____

Reason for vacation: _____

Parent Signature(s): _____

Assist. Principal of Student Life Signature: _____ Approval: _____

Period 1: Grade: _____ Teacher Signature: _____

Period 2: Grade: _____ Teacher Signature: _____

Period 3: Grade: _____ Teacher Signature: _____

Period 4: Grade: _____ Teacher Signature: _____

Period 5: Grade: _____ Teacher Signature: _____

Period 6: Grade: _____ Teacher Signature: _____

Period 7: Grade: _____ Teacher Signature: _____