



New Millennium Academy

Respect • Help • Inspire • Never Give Up • Overcome

New Millennium Academy
Personal and Family Vacation
Pre-Arranged Form

Student Name: _____

ID#: _____ Teacher: _____

Parent Name: _____

Parent Contact Information: _____

Date of Absence(s): _____

Please check one box below:

- Absence is related to a personal family matter
- Absence is related for a family vacation

Under no circumstances will students be excused for vacations occurring on state-mandated testing dates. Vacation or family related absences on those dates will be marked as unexcused.

Parent(s)/Guardian(s) need to complete and turn this form in at least five school days prior to departure. **Forms not turned in 5 days prior to being gone will result in the absence being marked as unexcused.**

Please note that turning in this document does not confirm the absence as excused. Once it has been turned in, someone from our Attendance Team will contact families regarding the status of the request. Parent(s)/scholar(s) are responsible for contacting the teacher(s) and making arrangements for makeup work.

I have read and understand the conditions listed above:

Student Signature: _____ Date: _____

Parent Signature: _____ Dated: _____

For Office Use Only:

Date Received: _____

AP Approved: _____

Excused: _____

Unexcused: _____

