

**Vacation Request Form**

Vacation is from January – January (Calendar Year)

*Form must be submitted seven days prior to the requested vacation time.*

**Heart 2 Heart’s Vacation Policy:**

One tuition – Free Week

(Week may be taken all at once or on a day by day basis.)

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher or Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like to request a vacation:

Vacation Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

&

Will Return to School on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature Date

For Office Use Only

Vacation Used \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vacation Available \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_