

**Union City Middle/High School**  
**VACATION FORM/REQUEST FOR STUDENT ASSIGNMENTS**

This form must be completed at least 3 days prior to trip departure. Please note that, according to Union City Area School District Policy #5113:

1. Trip or travel may not be approved if they conflict with finals, achievement tests, or other school events deemed necessary by the Superintendent.
2. Students are limited to five (5) school days per year. Extra days will be counted as unexcused.
3. Every student must make up missed work.
4. Only students in good academic and attendance standing will have their days approved.
5. The Superintendent will have to consider the approval of any trips longer than five (5) school days.

As per your request, your child \_\_\_\_\_ will be absent from school from \_\_\_\_\_ to \_\_\_\_\_. Parent and student will both need to read and sign this form and present it to the Principal/Assistant Principal for his/her signature. Your child then needs to have each of his/her teachers fill out the chart below with assignments and teacher initials. It is the students' responsibility to see that all assignments are turned in and that the missed material is understood.

---

Parent/Guardian Signature

Student Signature

---

Principal or Assistant Principal Signature

*See Mrs. Brown in High School Office for assignment sheet.*