

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