



Independent School Dist. No. 857
100 County Road 25
Lewiston, MN 55952
(507) 523-2191

Jennifer Backer-Johnson, Superintendent
Cory Hanson, High School Principal • Dave Riebel, Elementary Principal

Vacation Form/Homework Request

According to school policy, student absences for family vacations/trips may be excused. Please complete the following steps prior to departure:

1. Notify the office at least one week prior to departure (below):

Student Name _____ Today's Date _____

Parent Name _____ Telephone Number _____

I am requesting that my son/daughter be excused **on the following day(s)** for a family vacation/trip:

_____ (Dates of Absence)

Parent's Signature _____

2. Present Homework Request (below) to teachers for completion. (Allow multiple days for homework compilation.)

Class	Assignment	Teacher Initials

3. Return this form to the office. A copy of the completed form will be provided to the student.

4. Gather homework materials needed to complete over vacation/absence.

5. Upon return, communicate with teachers regarding work completed during vacation, and determine what additional work requires completion.