



Chesterbrook  
Academy®  
A Nobel Learning Community

## Vacation Request Form

Upon qualifying, your child is entitled to one week's vacation credit for each 12-month School Year (*July through end of June of the following year*). The vacation credit allows you not to pay tuition for your child during an absence from the School of up to five consecutive days (*which days may not extend over a weekend*). To qualify for a vacation credit, your child must be enrolled at the School for at least six full months prior to the start of the period of absence.

To make use of a vacation credit, you must notify your Principal in writing at least two weeks in advance of the first day of the desired period of absence, except that if the absence is due to illness, you may use the credit if you provide the Principal with a physician's note prior to the close of the second day of your child's return. You may not "carry over" vacation credits from one School Year to the next. If the period of absence is less than a full week, it will still count as use of the full vacation credit. You may not use a vacation credit after you have notified us of the withdrawal of your child from the School.

Child's Name \_\_\_\_\_

Today's Date \_\_\_\_\_

Teacher: \_\_\_\_\_

Dates requested \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Principal's Signature \_\_\_\_\_

**IMPORTANT NOTE: Requests received less than two weeks of the first day of the desired period of absence will not be approved.**

**Administration Use Only – Initials** \_\_\_\_\_

**Date Credited -** \_\_\_\_\_