



THOMAS JEFFERSON HIGH SCHOOL  
310 OLD CLAIRTON RD.  
JEFFERSON HILLS, PA 15025

Timothy Haselhoff, Principal  
Paul Ware, Associate Principal  
Keith Hartbauer, Director of Alternative Education/Vice Principal

Phone (412) 655-8610  
Fax (412) 655-8618  
www.wjhsd.net

**EDUCATIONAL VACATION FORM**

Please fill out the following form and return it to the Principal's Office prior to the vacation period.

|                        |       |     |                                     |  |
|------------------------|-------|-----|-------------------------------------|--|
| _____                  |       |     | _____                               |  |
| Parent's Name          |       |     | Student's Name                      |  |
| _____                  |       |     | _____                               |  |
|                        |       |     | Grade/Homeroom                      |  |
| _____                  |       |     | _____                               |  |
| Home Address           |       |     | Student's Birthdate                 |  |
| _____                  |       |     | _____                               |  |
| City                   | State | Zip | Phone Number                        |  |
| _____                  |       |     | _____                               |  |
| Days covering vacation |       |     | Geographical location to be visited |  |

In my estimation, the educational values obtained by my child as a result of this experience are as follows:

It is my understanding that contact will be made with the school to determine what requirements or assignments must be fulfilled in order to maintain the student preparation in the classroom. Upon return, it is my understanding that all assignments will be completed within a reasonable time period.

|  |  |  |
|--|--|--|
| _____  | Parent's Signature   |  |
| Approved-Principal's Signature   | <table border="1"><tr><td><b>OFFICE USE ONLY:</b><br/>Current # of Absences _____<br/>Current # of Tardies _____</td></tr></table> | <b>OFFICE USE ONLY:</b><br>Current # of Absences _____<br>Current # of Tardies _____ |
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Please refer to 2011 -2012 Thomas Jefferson Student Handbook / Assignment Book page 19 and 20.

4. Educational Visits/Trips -- Student absences from school resulting from family vacations with educational value typically will not exceed ten (10) school days to be considered excused. Educational vacations will be ruled excused if, in the opinion of the building administrator, a vacation does have educational value and the following procedure is adhered to:

- a. The parent/guardian provides a written request to the building administrator on the form provided by the school district **PRIOR** to the educational vacation (or it will be denied), that will indicate the school days to be missed, the destination of the trip, and the educational value of the trip.
- b. The student will obtain a form from the building administrator to present to teachers in order to obtain assignments.
- c. The student will give completed assignments to his/her teachers and arrange for the completion of other academic work missed.
- d. All academic work will be completed within a time period not exceeding the number of days absent as a result of the trip.
- e. Excessive tardies, early dismissals and/or absences may result in the educational vacation being denied.

Questions may be directed to the attendance office at Thomas Jefferson High School 412-655-8610 extension 6326.