



AQUARELLE KIDS  
a c a d e m y

VACATION REQUEST FORM

**Full time students** are entitled to **two week** vacation per calendar year which may be taken after six months of continued enrollment. **Part time students** are entitled to **one week** vacation per calendar year which may be taken after six months of continued enrollment. The vacation week(s) will not be carried over from year to year. Parents must complete a vacation form at least two weeks in advance of their vacation. **Please remember that vacation time cannot be used toward the two week withdrawal notice.**

STUDENT'S NAME:	
AGE:	
VACATION DATES REQUESTED:	
PARENT'S SIGNATURE:	DATE:

<b>OFFICE USE ONLY</b>	
Your application for absence without payment has been:	
<input type="checkbox"/> <b>APPROVED</b> <input type="checkbox"/> <b>NOT APPROVED</b>	
NOTES:	
DIRECTOR'S SIGNATURE:	DATE: