

Days Off Notification Form

If your child will not be at school for 1 day, please fill out this form. This is very important for staffing purposes.

Be sure to circle **Yes/No** on vacation credits. If you do not circle one or the other, we will assume you will NOT be using vacation credits. **Three weeks' notice is required to utilize vacation credits.**

Child's Name: _____ Today's Date: _____

Dates child will be gone? _____

Are vacation credits being requested? **Yes/No**

Parent Signature: _____

If your child is absent for 3 or more days, **we require 2 weeks' notice.** This helps Good Shepherd staff plan accordingly.

cc: President, Director of Early Learning, Finance,
Classroom Teacher, File, Therapist(s)