

Catalina Kid Ventures

Child Vacation / Planned Absence Request Form



This form is to be completed by parents/guardians when their child will be absent due to a planned vacation or extended time away from school.

General Information:

Child's Full Name: _____

Parent/Guardian Name(s): _____

Phone Number: _____ Email: _____

First Day Absent: _____ Last Day Absent: _____

Total Number of School Days Absent (Mon-Fri): _____

Planned Vacation (requesting use of vacation credit, if applicable)

Planned Absence (no vacation credit requested)

Acknowledgements: *Please initial each statement:*

_____ I understand that this request must be submitted **at least two (2) weeks in advance.**

_____ I understand that vacation credits, if applicable, apply to **full weeks (Monday-Friday)** only.

_____ I understand that vacation credits are **not carried over** and apply within the **current calendar year.**

_____ I understand that approval of this request does not guarantee a change in tuition unless a vacation credit applies per CKV policy.

Additional Notes (optional):

Parent / Guardian Signature:

Signature: _____ Date: _____

For Office Use Only:

- Date Received: _____ By: _____
- Vacation Credit Applied: Yes No
- Week(s) Applied: _____
- Approved By: _____ Date: _____

If you have questions about vacation credits or attendance policies, please contact the CKV office. Thank you for helping us plan and support consistent classroom staffing.