



# CENTRAL LEARNING CENTER

## Holiday/Sick/Vacation Days Request for Credit

Child's First and Last Name \_\_\_\_\_

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

Date Received: (filled in by teacher): \_\_\_\_\_

I request credit for my child's absence for the following days:

Day of the Week (Monday..)	Date of Absence	Teacher's Signature & Date

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Each preschool student is allowed up to ten absences per year, depending on their schedule, for which they will receive a credit to their balance. An absence is defined as the child not physically in attendance of preschool at Central Learning Center. All absences must be verified by the student's teacher before this form will be accepted and credit given.

Parents have two weeks from the last day of the continuous absence to complete and turn in this form, which includes obtaining the verification of the teacher, or the credit cannot be given.

**All vacation/sick days must be used prior to your two week notice of intent to discontinue.**

For your convenience, for planned holidays/vacation days, this form may be turned in one week in advance for consecutive absences.

Please turn this form in to your child's teacher.