



Westwood Elementary School Family Vacation Pre-arrangement Form



Bloomington Public Schools encourages students to miss no more than 9 days during the school year. Students who miss more than 9 days are less likely to achieve a full year of growth. Additionally, district policy allows no more than 5 excused family vacation days in a school year. Whenever possible, family trips should be planned to avoid disrupting a student's attendance and education. If this cannot be arranged and students need to be absent for a family vacation, this form must be completed. To assist with planning and to accommodate your request, forms should be submitted to the school office at least 5 school days before the absence departure.

Avoid student vacations during state-mandated testing dates.

The spring 2026 testing window is between April 13 - May 1, 2026

Our spring break is the week of March 16 - March 20, 2026.

Please complete this form for each student attending Westwood.

Student Name: _____

Teacher: _____ Grade: _____

Parent Name: _____

Parent Phone Number: _____

Dates requested to be excused: _____

Family vacation (Please explain) _____

I have read and understand the conditions listed above.

Parent Signature: _____ Date: _____

The student listed above has made homework arrangements with me for his/her upcoming absence.

YES NO

Teacher Signature: _____ Date: _____

Date received in office _____

Principal / Designee Signature _____

Date: _____ Excused Absence? YES NO

Copies of completed forms will be returned to families within 2 days of being received in the office.