



Oregon City Day School

Planned Absence Vacation Request/Credit Request

Child(ren)'s Name(s): _____

Campus: _____

Vacation/ Planned Absence Dates: _____

Please use: (Check)

No Credits at this time: _____

All Available Credits: _____

Apply Specific Number of Credits: _____ #: _____

Each family will receive one week of vacation (equal to days/week enrolled) during your first year of enrollment, and two weeks/year after your first year of enrollment. Vacation credits reset every September, 1st. If credits are not used before September 1st, those unused credits will be forfeited. Credits do not transfer year to year. Vacation credits may be used for school closure days.

Vacation Requests must be emailed, or turned in 2 weeks prior to the requested vacation in order for the credit to apply on that month's billing. Otherwise, the credit will be applied on to the next billing cycle.

If you are turning in a vacation credit request, please note that your child must be absent from school in order to receive that credit. If your child shows up for school on a day in which a vacation credit was already given, that credit will be reversed and added onto your next billing cycle. (This applies if plans change as well. Just let us know as soon as possible).

Parent Name: _____

Parent Signature: _____ Date: _____

Office Use:	Date Received:	Received By:	Input/ Credit Applied: