

AMADOR COUNTY OFFICE OF EDUCATION  
**EXTENDED LEARNING PROGRAM**  
**Vacation Request Form**

Each family is allowed to take one week off (in a one week increment) during the school year for vacation if your student has been in the Extended Learning Program for one year (12 consecutive months), and not be billed for the time off.

Please notify the ELP Office at least two weeks in advance so adjustments may be made to the staff schedule. CREDIT WILL NOT BE GIVEN IF ADVANCE NOTICE IS NOT RECEIVED.

If a child does not return from vacation as scheduled and staff is not notified, they may be dropped from the program.

**Child(ren):** \_\_\_\_\_  
\_\_\_\_\_

**Vacation Dates:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**Acct. Key:** \_\_\_\_\_