



REQUEST FOR VACATION

As is stated in the Family Guide you are eligible to receive a one (1) week vacation credit per fiscal year (July 1 –June 30). This applies to one continuous week of the child’s regular schedule; it may not be taken as individual dates. You may not receive a refund for not using the vacation credit. The unused vacation credit expires on June 30th and may not be carried forward to the next fiscal year.

Parent is required to complete, sign, date and submit this form to the UCLC office a minimum of two (2) weeks prior to the requested vacation credit.

Parent/Guardian Name: _____

Parent/Guardian ID Number: _____

Child’s Name: _____

Vacation Dates Requested: _____

I understand this credit will be issued to my account in the month following the vacation.

Parent/Guardian Signature

Date

For Office Use Only:	
Date Received:	_____
Date BSC Notified:	_____
UCLC Signature:	_____
Date:	_____