

Marking Vacation Days

1. Log onto the Online School
2. Select the ***Daily*** Plan tab. (green tab on the left side).
3. Click "Schedule Setup" on the right side under Quick Links.
4. Click on the date(s).
5. Click "Save".
6. Complete *Family Vacation Event Contract* (found below) and send via K-Mail to ncif@ca.yfccca.org

Days Off **Plan**

The school calendar is already set up for you. You may use it as is or make changes. To add a vacation day, select the date on the calendar. Select a highlighted day on the calendar to remove it from your "Days Off" schedule.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Day Off

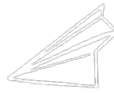
Days Off

02/02/04 to 02/06/04

Total days off: 5

[Clear All](#) [Use School Calendar](#)

[Save](#) [Restore](#)



Family Vacation/Event Contract

A successful school experience depends on regular school attendance. Every absence, whether excused or unexcused, interrupts the student’s understanding of the material being presented and lessens the value of high academic expectations. Although we do not condone vacations during the academic calendar, we understand that sometimes absences cannot be helped. The school and the state of Michigan recognize student illness, death in the family, exclusion because of exposure to contagious disease, required religious observance, service in the state legislature, medical appointments and school sanctioned activities as excused absences. In the instance where a family needs to be away from learning for a vacation, the following contract needs to be completed and returned to the Head of School, or designee, before leaving.

I, _____, will ensure that while my student, _____, will continue to keep up with all assignments posted in the Online School (OLS) while on vacation. Our family will be on vacation/event from _____ to _____. If my child is unable to complete all course work on vacation, it will be the responsibility of the learning coach to get all lessons missed caught up within seven (7) calendar days.

Parent Signature

Date

Teacher Signature

Date

Head of School (or Designee)

Date