



Pacific Coast Montessori Academy Vacation Credit Request Form

Two weeks of vacation credits will be given each year during the summer months of July and August. Credit will be applied directly to the account equal to 50% of the week of billed tuition. To receive the credit, your child is required to be absent during the entire week. The week of vacation must be 5 consecutive school days, you may not split days. Vacation credits will only be applied on days that the school is open. Credits cannot be applied on holidays or school closures.

PLEASE COMPLETE THIS FORM ONE MONTH IN ADVANCE OF ABSENCE
IN ORDER TO RECEIVE THE VACATION CREDIT.

Child's Name: _____

Parent's Name: _____

Child's Classroom: _____

Vacation Request: From: _____ To: _____

Parent's Signature: _____ Date: _____

To be completed by Office Staff only:

Date Received: _____

Received By: _____

Status: ☐ Approved ☐ Denied: Reason: _____