



Stars Montessori Academy  
Vacation Credit Request Form

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*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 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.*

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: \_\_\_\_\_

Date credit applied to account: \_\_\_\_\_

Ledger check for school year     Schedule override completed