



Student Absence–Vacation Request Form

Dear Parent of: _____

Date: _____

State law places the responsibility for children being present at school with the parent. Strictly interpreted, it is illegal for pupils to be out of school for any reason other than those outlined in the Ohio Revised Code (e.g., illness, death in the family, detained by parents for necessary work, religious holiday, etc.). Vacations are not included as a legal reason for absence from school and may subject students to truancy proceedings.

We encourage families to plan vacations over school breaks so that students are not missing instruction. Any requests for vacation while school is in session will be considered on an individual basis. A student's previous attendance for the school year and progress in classes will be strong considerations.

Students with more than 65 hours of absence and/or poor grades may not be granted excused time for vacation, in which case a child's absence will be counted as unexcused, which is considered truant from school.

For students who will be absent due to a pre-planned vacation or similar reason, the following procedure is to be observed:

- A. Notify the school principal of the date(s) of absence at least one week in advance of departure.

Date(s) of Absence

- B. The student should make up as much of the work as possible before departure. The initiative for securing assignments from teachers rests with the pupil and parents. It is then the responsibility of the student to accomplish the work and submit it in a timely manner upon their return to school.
- C. Upon returning to school, the student should be ready to resume studies with the class and make up work that has not already been completed. This may include additional instruction from the teacher, completing quizzes or tests, etc., during students' "free" time (e.g., during lunch or recess) at the teacher's discretion.



D. If the absence is to occur at the close of the school year, final grades and promotion are not given until school officially closes. Tests and other work that will form a decisive part of the final grade will be required to be made up during the summer. Such final grade and the decision of promotion rests with the building principal.

_____ Parent/Guardian Signature

_____ Principal Signature

_____ Superintendent Signature (if
required)

_____ Teacher Signature

_____ Teacher Signature

_____ Teacher Signature

_____ Teacher Signature

_____ Teacher Signature

_____ Teacher Signature

_____ Teacher Signature

_____ Teacher Signature

_____ Teacher Signature