



AMANDA-CLEARCREEK LOCAL SCHOOLS Student Request for Pre-Arranged Absences

Dear Families,

Ohio Revised Code places the responsibility for children being in school with the parents/guardians. Strictly interpreted, it is illegal for pupils to be out of school for any reason other than personal illness, death in the family, illness in the student's family, quarantined for contagious disease, or religious Holiday(s). It is therefore the parents'/guardians' responsibility to have a vacationing pupil tutored at the parents'/guardians' expense, or instructed in some other way to satisfy the legal requirement. Parents/guardians are not to expect any work missed to be re-taught by the teacher. For pupils who will be absent due to vacation, the following procedure is to be observed.

- A. Notify the school principal of the date(s) of absences at least three days in advance of departure.
- B. The student should make up as much of the work to be missed as soon as possible before departure, or within an equal number of calendar days to those missed upon return. The initiative for securing assignments from teachers lies with the pupil and parents/guardians. It is then the responsibility of the student to accomplish the work to be covered.
- C. Vacation requests will not be approved for the last two weeks of school.
- D. Signatures must be obtained in the following order: 1) teachers, 2) principal. Teachers will sign this form after arrangements for missed school work have been completed. Teachers and administrators approve or disapprove the vacation request depending on the student's grades and attendance.

Note: Failure to make arrangements prior to going on vacation will result in the absence being unexcused and a truancy report filed with the County Attendance Officer. Students shall return this form to the principal's office before leaving on vacation.

Parent/Guardian/Student Section

(Student's Name)

(Dates Requested)

(Parent/Guardian Signature)

(Phone Number)

Destination/Educational Points of Interest

