

CANFIELD LOCAL SCHOOLS

VACATION/FUTURE ABSENCE REQUEST

(THIS FORM IS TO BE USED FOR TWO OR MORE DAYS ONLY)

The Canfield Local School Board realizes that many parents cannot control the dates of their vacations. We also realize that many problems can arise from leaving school-age children at home for long periods of time. It is for this reason we will excuse students for vacations under the following conditions:

- Students will not be excused or verified for vacations unless their parents accompany them. This rule does not change when the student becomes 18 years old.
- Any student requesting permission for an excused vacation must make arrangements with each of his/her teachers for make-up assignments. Normal make-up rules will apply (The student has the same number of days to make up work as was missed)
- The vacation must be approved by a principal or the absence may be unexcused.
- Tests are not to be administered prior to the scheduled time.

This form must be completed by student and parents at least one week in advance in order to comply with the Canfield Local School Board Policy

Student Requesting: (please print) _____

Dates you will be absent: _____ Reason for request: _____

Homeroom/Prime Time Teacher: _____

To be completed by each course work teacher involved and returned to the Principal

<u>CLASS/PERIOD</u>	<u>SUBJECT</u>	<u>PRESENT GRADE</u>	<u>TEACHER COMMENTS</u>

Student Signature: _____ Date: _____
(High School ONLY)

Parent Signature: _____ Date: _____

Principal's Signature: _____ Date: _____