Hamilton Township High School
Principal, Matt O'Hearn
1105 Rathmell Road
Columbus, OH 43207
614-491-8044 X 1800

Hamilton Middle School
Principal, Cody Bryson
755 Rathmell Road
Columbus, OH 43207
614-491-8044 X 1500

Hamilton Intermediate School
Principal, Kelly Altiers
765 Rathmell Road
Columbus, OH 43207
614-491-8044 X 1600

Hamilton Elementary
Principal, Tyler Rush
745 Rathmell Road
Columbus, OH 43207
614-491-8044 X 1300

HAMILTON LOCAL SCHOOL DISTRICT VACATION FORM

The Hamilton Local School District Board Policy JED states, "The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

Strictly interpreted, it is illegal for pupils to be out of school for any reason other than personal illness, death in the family, quarantine, detained by parents for necessary work, or religious holiday. Therefore, if you must have your children out of school for a vacation, it is your responsibility to see that they accomplish their work so that when they return, they are ready to resume their studies; this is the only way to satisfy the legal requirements. For students who will be absent due to vacation or similar reasons the following procedures are to be observed:

A. Obtain, complete and return this form at *least 3 school days in advance* of departure.
B. The student should make up as much of the work to be missed as possible before departure. The initiative for securing assignments from teachers rests with the student and parents. It is then the responsibility of the student to accomplish the work to be covered and return it to the teacher.
C. Upon return to school, the student should be ready to resume studies with the class and make up work which has not already been completed; no extra time will be allowed to finish work missed.

Having read the information on the previous page, if you still desire to take your child out of school for vacation, complete and sign this form. Your child should see each teacher to receive assignments and his/her signature. Once this form is complete, please return it to the office.

STUDENT NAME
GRADE LEVEL
BUILDING
DATES OF REQUESTED VACATION
PARENT/GUARDIAN NAME (PRINT)
PARENT/GUARDIAN NAME (SIGNATURE)

PROPER ARRANGEMENTS HAVE BEEN MADE FOR MAKE UP WORK WITH THE FOLLOWING TEACHERS/CLASSES

Teachers- please acknowledge that you have been made aware of this student's vacation days and have worked with the student regarding classwork.

TEACHER SIGNATURE	CLASS	NAME	CURRENT GRADE

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For Office Use only:

☐ Dates acknowledged and entered into Student Information?)

Received by: Date: