

EASTWOOD MIDDLE SCHOOL
ADVANCE REQUEST for ABSENCE/VACATION FORM

Parent/Guardian

State Statute places the responsibility for children being in school with the parent/guardian. Strictly interpreted, it is illegal for pupils to be out of school for any reason other than personal illness, illness in the family, quarantine, death in the family, religious holidays, necessary work at home and other absences arranged previously by the parent/guardian with administrative approval. Therefore, if you must have your children out of school for a vacation, **it is the parent's 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 requirement of the law. **The Vacation Policy for the Eastwood Local Schools allows students to take FIVE (5) days of excused absences for the year.** Families are requested to limit their requests so as not to exceed this total number of absences for the year.

For students who will be absent due to vacation or other extended planned absences, the following procedure is to be observed:

- A. Notify the school office of dates at least **THREE (3)** days prior to the planned absence. The parent/guardian must supply a signature on this form **AND** a note explaining the reason for the absence.
- B. Proper administrative approval must be verified for the request **prior** to obtaining signatures from staff members. Students will then have teachers sign and indicate assignments to be completed on the back of this form.
- C. Return the completed form to the office **PRIOR** to the absence. A copy will be given to you for your records.
- D. **All make-up work MUST be completed prior to the absence or turned in the day the student returns.**
- E. Upon return to school, the student will resume studies with the class and make up work which has not already been completed. No extra time will be allowed to finish work not completed.
- F. Students who have excessive absences (9 or more during school year) may not be excused for vacations.
- G. 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, which will form a decisive part of the final grade, will be made up during the summer. Such final grade and decision for promotion will be made by the building principal.

The student must have the school administration approve this absence **BEFORE** teachers fill out the form below. Once this has been done, the student has permission to be absent from school under the terms stated on this application. Each teacher is asked to list specific assignments if it cannot be found on Schoology or the student will not have access to the internet. It is understood that it is the student's responsibility to approach the teacher and to make sure that all make-up work is completed within the amount of time allowed by each individual teacher. Any questions regarding excused/unexcused assignments or the time allotted for make-up will be determined by administration.