

# EASTWOOD LOCAL SCHOOLS

## Advance Request for Absence/Vacation Form

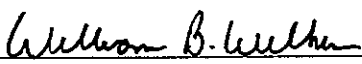
I hereby request that my son/daughter be given permission to be absent from school on the dates listed below for the following reason:

Family Vacation     
  Church/Youth Group     
  Ath/Acad Competition  
 Death (Immediate Family)     
  Other \_\_\_\_\_

\_\_\_\_\_  
 Student's Name    Grade    Date

\_\_\_\_\_  
 Date(s) of Planned Absence    Absence(s) Year-to-Date

\_\_\_\_\_  
 Parent/Guardian Signature Date    Principal/Asst. Principal Signature      Date

  
 Superintendent Signature

**TO 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 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 of the law. **The Vacation Policy allows students to take five (5) days of excused absence for the year.**

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

- A. **Notify the school office of the dates of absence at least five (5) days prior to the planned absence.** The parent/guardian must supply a note explaining the reason for the request.
- B. The principal or assistant principal must verify the request. The student will then have all his/her teachers sign and indicate the assignment to be completed.
- C. Return the signed form to the attendance office **prior** to leaving for the planned absence.
- D. The student should make up as much of the work to be missed as possible before departure from school. 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.
- E. 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.
- F. Students who have excessive absences (10 or more during a school year) will 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 of promotion will result with the building principal.

**Teacher Requirements/Expectations for Make-up Work**

The student listed on the reverse side of the form has been granted permission to be absent from school under the terms stated on this application. Each teacher is asked to list specific assignments, requirements and expectations for make-up work in the space provided or by adding additional sheets. 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 the administration.

Teacher: \_\_\_\_\_  
Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher: \_\_\_\_\_  
Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher: \_\_\_\_\_  
Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher: \_\_\_\_\_  
Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher: \_\_\_\_\_  
Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher: \_\_\_\_\_  
Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher: \_\_\_\_\_  
Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher: \_\_\_\_\_  
Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: Failure to make arrangements prior to going on vacation may result in receiving an unexcused absence and not being allowed to receive credit for the missed work. The students must return this form to the attendance office before leaving on vacation.