



Elementary School Student Planned Absence

Student Name: _____ Grade: _____

Date: from _____ through _____

Reason for absence: _____

If traveling, where to? (see below) _____

Parent Signature: _____ Date: _____

District Procedures:

1. Parents should submit a written request to the building principal two weeks in advance of the scheduled absence and indicate the time period involved.
2. The building principal is authorized to approve vacation requests under the following provisions:
 - a. The family vacation period is necessary during the school year and the student is accompanying his/her parents on the vacation. Parents should not request vacations that take place after May 15th.
 - b. Vacation days should not exceed five (5) school days. These absences will count in the total accumulated as stated in the Board Policy on Excessive Absences.
 - c. Arrangements with teachers to obtain classroom assignments will be made by parents in grades K-4, one week prior to the departure dates.
 - d. All missed assignments are the student's responsibility. One make-up day for each day of absence shall be approved (Ex: 2 days for 2 days missed).

Sibling(s) to the child that are also attending: _____

Sibling(s) school: _____

Office Personnel Only:

Return Date (if quarantine required) _____

Principal Signature: _____ Date: _____

*Avon Lake City Schools require any student or staff members who travel to one of the states on the current COVID-19 Travel Advisory list to quarantine for 14 days upon return. Note, this list is updated every Wednesday.

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/COVID-19->

[Travel-Advisory/COVID-19-Travel-Advisory](#)