



Student Planned Absence Grades K-12

Student Name: _____ **Grade:** _____

District Procedures:

1. Parents should submit a written request to the building principal two weeks in advance of the scheduled vacation 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-8, 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).

Parent(s) Request:

Please allow _____ (student name) to miss school for _____ school days from _____ thru _____ (date range).

<p>Reason for absence: _____</p> <p>Sibling(s) to child that are also attending: _____</p> <p>Sibling(s) school: _____</p>

Parent Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

Administrator Notes: _____

****All high school students see reverse side***

*Avon Lake City Schools require any student or staff member who travels 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 weekly at <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/COVID-19-Travel-Advisory/COVID-19-Travel-Advisory>

Avon Lake High School policy:

Please note that eight (8) days of unexcused or unexcused/credit absences, per semester, will result in Loss of Credit.

MAKE-UP ASSIGNMENTS FOR EXTENDED ABSENCES

It is the student's responsibility to check with their teacher for assignments before the approved trip according to Procedure 2C above.

PERIOD	SUBJECT/CLASS	TEACHER SIGNATURE
1		
2		
3		
4/5		
6/7		
8/9		
10		
11		
12		

RETURN COMPLETED FORM TO AVON LAKE HIGH SCHOOL MAIN OFFICE