



Avon Lake

City Schools

Student Planned Absence, Grades K-8

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 (Example: 2 days for 2 days missed).

Parent(s) Request:

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

Reason for absence: _____

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

Sibling(s) school: _____

Parent Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

Administrator Notes: _____