

REQUEST FOR SPECIAL ABSENCE

STUDENT _____ Grade _____ Today's date _____

Dates of Anticipated Absences _____

GUIDELINES FOR REQUEST

Absences for reasons other than illness, quarantine, death in the family, religious holidays or home emergencies are not strictly legal under Ohio law. However, the school recognizes that an OCCASIONAL absence may be requested by parents for special reasons (family vacation necessitated by the parent's work schedule, performance of specific work exclusively for parents or guardian or other very special reasons).

- a. Such absences are strongly discouraged and must be limited.
- b. As soon as the proposed absence is known and regardless of whether this is for ONE DAY or SEVERAL, the student is to obtain a "Request for Special Absence" from the office.
- c. The form is to be signed by the parent and returned to the school for teacher comments.
- d. The final decision as to whether this will be an excused absence (work may be made up) rests with the principal.
- e. The student is to get all assignments before leaving and upon returning to school is to have most of the work completed. Under extenuating circumstances, the teacher may give an extension up to the number of days actually missed.
- f. Requests submitted FOLLOWING an absence will ordinarily be disapproved and the absence recorded as unexcused.

****Note: All absences including requested special absences count toward the maximum allowed per quarter under the Attendance Guidelines.**

PARENT REQUEST

I would like my child excused from school for the following reason(s) and for the dates marked.

Dates of Anticipated Absences _____

Reason(s) _____

Parent's Signature _____ Date _____

