

Anthony Wayne High School

Request For Excused Absence for Vacation

School attendance laws for the State of Ohio do not provide for excused absence for vacations. However, Anthony Wayne High School will allow absence of student and accept prior or makeup academic work under the following conditions.

The purpose of this form is to insure the following conditions are met. It should be completed and returned to the Attendance Secretary 5 days prior to time out of school.

*******Students-See your administrator prior to having teachers complete form*******

1. Notification to the school office five (5) school days in advance.
2. Notification to the student's teachers five (5) school days in advance
3. Parents or legal guardian accompany the student on vacation/leave
4. The student's attendance record and grades are of an acceptable level
5. Prior work or makeup work will be submitted according to reasonable guidelines established by each of the student's teachers
6. Vacation absences that extend the student's restricted absences to the six (6) day limitation per semester will not be excused and will put the student in noncredit (See pg 30 in student handbook)
7. Students will be issued a gold slip upon return from vacation for those days within the six (6) day limit

Name _____ Grade _____

Destination: _____

Date (s) student will be absent from school: _____ Total days absent: _____

Person (s) accompanying student: _____

The reason (s) for the absence and why it is necessary on school days: _____

Parent / Guardian Signature: _____

For Administrative purposes:

Days absent current semester: _____ Vacation Days Excused: _____ Vacation Days Unexcused: _____

CLASSES	TEACHER SIGNATURE	TEACHER COMMENT (How are assignments to be handled?)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____

Administrator Signature: _____

Date: _____