

Today's date _____

**ANTHONY WAYNE JUNIOR HIGH SCHOOL
REQUEST FOR LEAVE FROM SCHOOL ATTENDANCE**

Step 1: Read and Parent Complete:

School attendance laws for the state of Ohio do not provide for excused absences for vacations. However, we will accept prior or makeup academic work under the following conditions:

- Notification to the school office five (5) school days in advance.
- Notification to the student's teachers five (5) school days in advance.
- Parents or legal guardians accompany the student.
- The student's attendance record and grades are of an acceptable level.
- Prior work or makeup work will be submitted according to responsible guidelines established by each of the student's teachers.
- Vacation absences that extend the student's excused absences beyond the nine (9) day limitation per semester will be unexcused.

The purpose of this form is to ensure that these conditions are met prior to vacation.

Student Name: _____ Grade: _____

Destination: _____

Date of Departure: _____ Date of return to school: _____ # days absent: _____

Parent / guardian accompanying student: _____

Why is it necessary that this absence occur on school year calendar days? _____

Parent/Guardian Signature: _____ Phone: _____

Step 2: Return to Mrs. Gladwell in the office for verification.

Administrator Signature: _____ Date issued: _____ Days Absent _____

Step 3: This will be returned to the student for teacher signatures.

DO NOT SIGN UNTIL APPROVED BY AN ADMINISTRATOR

CLASSES	TEACHER'S SIGNATURE	TEACHER'S COMMENT (How are assignments to be handled?)
<u>ELA</u>	_____	_____
<u>SOCIAL STUDIES</u>	_____	_____
<u>MATH</u>	_____	_____
<u>SCIENCE</u>	_____	_____
<u>ELECTIVE</u>	_____	_____
<u>ELECTIVE</u>	_____	_____
<u>ELECTIVE</u>	_____	_____

Step 4: Return to the office PRIOR to leaving on vacation.

Every parent or guardian of a child has an obligation to see that he/she is in attendance during all school calendar days, except for cases of personal illness or illness in the family, death of a relative, or observance of a religious holiday. Therefore, the parent's/guardian's signature upon this statement signifies that they accept full responsibility for the absence of their child from school for the days indicated on this form. Likewise, it is understood that the administrator's signature does not indicate approval of the student's absence, but only that he/she is aware of the absence.