❑ **Fallen Timbers Middle School**   Today's Date_____
❑ **Monclova Primary School**
❑ **Whitehouse Primary School**
❑ **Waterville Primary School**

ANTHONY WAYNE LOCAL SCHOOLS
REQUEST FOR LEAVE FROM SCHOOL ATTENDANCE

School attendance laws for the State of Ohio do not provide for excused absences for vacations. However, we will accept prior work or allow students to make up academic work for such absences under the following conditions:

- **Notification of the school office five (5) school days in advance.**
- **Notification to the student's teacher(s) five (5) school days in advance.**
- **Parents or legal guardian must accompany the student on the vacation.**
- **The student's attendance record and grades are of an acceptable level.**
- **Prior work or make up work will be submitted according to reasonable guidelines established by the student's teacher(s).**
- **Prior work or make up work will not be allowed for vacation absences that extend the student's total absence beyond the five (5) day limitation per semester.**

Student name _____ Grade _____

Homeroom teacher _____

Other teachers _____

Destination _____

Date of departure _____ Date of return to school _____

Parent/guardian accompanying the student _____

Parent /guardian phone number(s) _____

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

Every parent or guardian of a child has the 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 principal's signature does not indicate approval of the student's absence, but only that he/she is aware of the absence.

Parent/Guardian signature _____

This form should be submitted to the school office five (5) days prior to the absence, made available to the teacher(s) for assignments, and filed in the school office.

Total # days absent _____ Principal's signature_____

6/9/17