

Ohio Community Schools

Ohio Consolidated School District #17

Ohio Community High School District #505

"Where People Care"

Superintendent

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Principal

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Pre-arranged Absence Form

Instructions: Section A must be completed by the parent so that the Principal may make a decision on the request.

If section B is signed the student will take this form to their teacher(s) to get assignments.

Section A: We, the parent(s) of _____ request that he/she be excused from school on the following dates: _____. The student will be traveling to _____ accompanied by _____ for the purpose of _____.

Check the following points which apply:

- 1. The vacation involves travel which is a new experience for the student.
- 2. The experience will be of at least equal value to that which would be obtained from school attendance.
- 3. The work missed will be made up by the student.

Parent Signature

Section B: The conditions under which such excuse will be granted are as follows:

1. That the student will make up all work in classes missed.
2. For both excused and unexcused absences the student has the responsibility to contact the teacher to receive make-up assignments.

Teachers: Please give _____ assignments for the periods stated below.

Principal's Signature

Date

Teacher Signature

Assignment

- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |
| 6. | _____ | _____ |
| 7. | _____ | _____ |
| 8. | _____ | _____ |
| 9. | _____ | _____ |

All work must be made up and this form returned to the main office before the absence will be excused. Students must complete the Pre-Arranged Absence form and it must be signed by a parent and approved by administration TWO DAYS prior to the absence.

"Home of the Bulldogs"