



VACATION NOTIFICATION FORM

Date: _____

Re: _____
(Student) (Grade) (Teacher)

Please complete and return this form to the office several days in advance of your vacation. Absence should not exceed five consecutive school days. Teachers should not be asked to provide work in advance. Class assignments given in advance do not constitute a quality substitution for in class teacher directed instruction. Students will be required to make up assignments as directed by the teacher upon the student's return to school.

Per Ohio Law, schools are required to notify families of excessive absenteeism at the following points:

When a child is absent:

- 38 or more hours of school in one school month with or without legitimate excuse

When a child is absent:

- 65 or more hours in one school year with or without a legitimate excuse

Date(s) of Absence: _____

Reason for Absence:

Parent Signature

Date

Copies: Teacher(s)
Secretary