

REQUEST FOR SPECIAL ABSENCE

STUDENT _____ GRADE _____

DATE OF REQUEST _____

I. POLICY: Absences for reasons other than illness, quarantine, death in the family, religious holidays, or home emergencies are not strictly legal under Ohio Law. However, the school recognizes that an OCCASIONAL absence may be requested by parents for special reasons (family vacation, necessitated by the parent’s work schedule, performance of specific work exclusively for parents or guardian, or other very special reasons.)

- a. Such absences are strongly discouraged and must be limited.
- b. As soon as the proposed absence is known, the student is to obtain a “Request for Special Absence” from the office.
- c. The form is to be signed by the parent, and returned to the school for teacher comments.
- d. The final decision as to whether this will be an excused absence (work may be made up) rests with the principal.
- e. If the absence is excused, he/she has as many days upon return as he/she was absent (or as teacher may direct) to complete ALL work missed.
- f. Requests submitted FOLLOWING an absence will ordinarily be disapproved and the absence recorded as unexcused.

II. PARENT REQUEST: I would like my child excused from school for the dates indicated and the following reason (s).

NAME _____

DATES _____

REASON _____

Parent Signature _____

Date _____

Student _____ Teacher _____

TEACHER'S RECOMMENDATIONS:

Can the above named student afford to miss your class? YES NO

Would you recommend excusing him/her from your class and permitting work to be made up? YES NO

Number of Days Absent to Date _____

Teacher's Comments:

Teacher Signature

Date

ADMINISTRATIVE DECISION: All things considered, the following decision is made:

_____ Student is excused as requested.

_____ Student is excused, but the absence may have negative effect on his/her grades.

_____ Student is not excused, although he/she may leave with parents.

Principal Signature

Date