REQUEST FOR SPECIAL ABSENCE

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 such as a family vacation necessitated by the parent's work schedule or the performance of specific work _exclusively_ for parents or guardian.

Special Absences Request Guidelines

Occasionally, a student may request a special consideration for absence, (i.e. family vacation, etc.) the student MUST do the following:

1. Have not presently or will not have exceeded the maximum number of absences permitted by the L-P School Board or the State of Ohio.
2. Complete the parent request section below.
3. Return this completed form to the principal's office **one week prior** to intended absence.
   a. A request submitted FOLLOWING an absence will not be approved unless the absence is related to an emergency.
   b. In the event the request is filed late, an accompanying letter of explanation should be attached explaining the emergency nature of the request.
4. Get all assignments before leaving.
5. The student should be caught up with all homework when he or she returns to school. A teacher may give the student extra time for makeup.

The final decision to grant the Special Absence Request will be determined by the Principal.

PARENT REQUEST

Student_____ Grade_____ Date_____

Dates the student will be absent from school:_____

I would like my child excused from school for the following reason:

Parent Signature_____ Date_____

ADMINISTRATIVE DECISION

_____The student's absences will be excused as requested. The student should be caught up with All homework when he/she returns to school. Any absence may have a negative effect on a student's grade as a result of missing the classroom presentation.

_____The student is unexcused because_____

_____

Principal   Date