

# *PERRYSBURG EXEMPTED VILLAGE*

## *SCHOOL DISTRICT*

### APPLICATION FOR A STUDENT PERSONAL CONVENIENCE/PRE-PLANNED ABSENCE

Pre-planned absence from school for student and/or parent personal convenience is not provided for under the school attendance laws of the State of Ohio. Therefore, the proposed absence will be considered "excused" and parents are asked to complete this form to relieve the school of responsibility.

Student Name	Grade
Address	Phone
First Date of School Absence	Date Returning to School
State clearly and concisely the nature of this absence and the reason why the leave must be taken during the school year.	

#### **STATEMENT OF STUDENT AND PARENT**

We understand that absence from school for the reasons listed above is not provided for under the school attendance laws of the State of Ohio, therefore, this absence will be considered "EXCUSED" by completing this form and fulfilling the requirements. The student will be permitted to make up tests missed and will not be considered truant. Please see student handbook for specific requirements.

We further understand that when the pupil returns from a personal convenience/pre-planned absence, teachers are not required to grade, examine or correct any work done by the pupil during the absence. The school can assume no responsibility for a drop in grades suffered by a pupil who is absent for personal convenience.

Arrangements to make up tests must be made by the pupil by the second day s/he returns to school after a personal convenience/pre-planned absence or an "F" will be recorded for each test. All students are expected to be present for semester examinations. All of the above regulations concerning personal convenience/pre-planned absences are applicable only to trips in which students accompany their parents.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Days Absent to Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

It must be understood that the principal's signature does not indicate approval of the statement or absence but only that s/he is aware of such.

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

It is the responsibility of the student or parent to inform each teacher of the dates of this personal convenience absence in advance.

Teacher's Initials: \_\_\_\_\_

5/99  
7/99  
10/99  
1/11