

PERRYSBURG EXEMPTED VILLAGE

SCHOOL DISTRICT

NOTIFICATION OF 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. The proposed absence will be considered "excused" if it meets the requirements below and parents/guardians complete this form to relieve the school district 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/GUARDIAN

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 may be considered "EXCUSED" by completing this form and fulfilling the requirements listed here.

Students are permitted to go on vacation during the school year for up to two (2) weeks per year without penalty (except the week ending each semester). The purpose of this is to accommodate parents/guardians who must take their vacations during the school year and the desire to enjoy that time as a family. If pre-planned absences/ convenience absences are accrued beyond two (2) weeks in total per year, anything beyond two (2) weeks will be marked unexcused. A rationale may be provided to the Principal to review for extenuating circumstances.

Whenever a proposed absence-for-vacation is requested, parents/guardians must submit this form. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence. Perrysburg Schools' position is that excessive absences may impact student GPA and academic progress.

The District will only approve a student's absence for a vacation when s/he will be in the company of his/her own parent/guardian or other family relatives but not other students' parents, unless there are extenuating circumstances deemed appropriate by the Principal. If a student is absent for any other type of vacation, s/he will be considered inexcusably absent from school and subject to truancy regulations.

The student may be given approximate assignments and materials to be completed.

The time missed will be counted as an authorized, excused absence, and work will be accepted and graded for the excused period of absence. Completion of assignments should be arranged with the teacher. However, when a student of compulsory school age is absent from school for non-medical reasons or WITHOUT legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, the student is considered excessively absent.

Student Signature	Days Absent to Date
Parent/Guardian 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
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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
719/21