

WILLOUGHBY-EASTLAKE SCHOOLS
REQUEST FOR ABSENCE FOR FAMILY VACATION

When parents request the absence of a student for family vacations, college visitations, or other special need specified by the family, such absence shall be considered approved but not excused. Parents requesting such absence must make the request prior to leaving and should submit such request at least one week in advance. A student on vacation is responsible for obtaining his/her assignments prior to leaving and submitting the completed assignments no later than two days after his/ her return. **Vacations are approved but not excused and five consecutive days will trigger a truancy notice for your son or daughter.**

1. Student's Name _____

2. Grade _____ HR _____ Phone _____

3. Requested date (s) to be absent _____

4. Reason for request (Be sure to state where you are going and with whom.)

5. Teacher acknowledgement of assignment given
Secondary

1st Period _____ 5th Period _____

2nd Period _____ 6th Period _____

3rd Period _____ 7th Period _____

4th Period _____ 8th Period _____

Elementary

Grade level teacher _____

FAILURE TO COMPLETE THIS FORM OR THE FALSIFICATION OF ANY INFORMATION ON THIS FORM COULD RESULT IN AN UNEXCUSED ABSENCE AND SUBSEQUENT PENALTIES.

STUDENT'S SIGNATURE _____

PARENT'S SIGNATURE _____

ADMINISTRATOR'S SIGNATURE _____