



### Student Planned Absence Request Form

**Please note:** The below absences count as part of the 38 hours per month and/or 65 hours per school year allowed by the State of Ohio, House Bill 410. Once the 38 hours per month and/or 65 hours per school year threshold(s) have been met, a student is considered to have "Excessive Absences". Please refer to the Student Handbook on the state law concerning student attendance.

- ☐ Over the allotted excused absences/hour for the year. Currently at \_\_\_\_\_
- ☐ Vacation form not turned in 3 days prior to the requested time off.
- ☐ No notice was given for time off.

- Due to the above-mentioned reason this time off will be counted as an unexcused vacation. During this time off your student may not be given credit for work missed and/or not allowed to make up work. This will be up to the teachers'/Dean of student's discretion.

☐ Requested time off approved. Currently at \_\_\_\_\_

\*\*\*Office Use Only\*\*\*

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Dates of Absence:** \_\_\_\_\_

**Total Number of School Days Missed:** \_\_\_\_\_

**Reason for Request:**

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*I understand that my child is responsible for completing all schoolwork missed during this family vacation within one week from return. The Dean of Students will contact me prior to vacation if there are any concerns.*

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date