



Family Vacation / Trip Authorization Form

Southwest Licking Local Schools

The purpose of this form is to inform parents and students involved that the school does not consider vacations as a valid reason to miss school, but knowing this is the only time that some families can schedule vacations, we will permit students to go, if the parent or guardian submits this form to the school **one week** in advance of the vacation.

If a family vacation takes the absences above the monthly or yearly allotment, the additional hours will be unexcused. Please see the new laws regarding attendance in Ohio under House Bill 410. The chart is included on the back of this page.

Name of Student: _____

Dates Student will not be in school: _____

Reason student will not be in school: _____

Signature of Parent of Guardian: _____

Attendance Notes: (for school office use only)

	<i>Excused</i>	<i>Unexcused</i>	<i>Total</i>
<i>Hours absent over the past 30 days</i>			
<i>Hours absent year to date</i>			
<i>Number of previous vacations or trips</i>			

Authorization of Principal:

___ I approve the trip above for a total of ___ hours be excused for the student mentioned above.

___ I do not approve the trip above for the following reason(s):

Principal Signature: _____ **Date:** _____