

STUDENT VACATION/LEAVE NOTIFICATION (ELEMENTARY)

Promoting strong attendance is a priority for the Wilmington City School District. We encourage families to plan trips to avoid students missing school. It is the responsibility of the parents/guardians to be familiar with our board policy, student handbook, and administrative guidelines regarding student attendance prior to making a decision to pull a student from school. Students who are taken out of school for trips or vacations must provide the school prior written notice. Completed form must be received at the school office at least three (3) school days prior to the student's absence. The responsibility for such an absence resides with the parents/guardians, and they must recognize that reteaching and learning the material will be a challenge for the teachers and the student. If the school is notified in advance of the trip, every reasonable effort will be made to provide assignments for the student to complete while they are absent.

This form is to document that the student has provided the school with prior notice of the absence and that the parent/guardian understands the policy on school attendance and is aware their child is in solid standing with school attendance.

- 1) The student should have strong attendance prior to the notification.
- 2) The student will make up all work that the teacher assigns.

Although the teacher(s) will provide a general list of assignments prior to the trip, the remainder of the assignments will be available upon return. The student will have an equal amount of time to make up the work missed. (3 days absent = 3 days to make up work, etc.) Regular attendance is required by the Ohio Revised Code and is necessary for success in school. Excessive absence from school disrupts the continuity of the learning process. In most situations, the work missed cannot be made up adequately. Students who have strong attendance usually achieve higher grades, enjoy school, and form better work habits later in life.

For more information on our attendance policies please view *Board Policy 5200 - Attendance*.

Submit this notification form, along with the attached Student Assignment Page, to the school office at least three (3) school days prior to the student's absence.

Name of Student: _____ **Grade:** _____

Dates of Absence: From _____ (1st day out) through/including _____ (last day out)

Reason for Absence: _____

Signature of Parent/Guardian Date

OFFICE USE: Student assignment page(s) completed
 Date Received in Office _____, Rcvd by: _____

Reviewed (Notes: _____)

Approved Denied (reason - _____)

Signature of Building Principal Date

Signed copy returned/emailed to Parent/Guardian on _____



Name of Student: _____ Grade: _____

Dates of scheduled absence: _____ No. of School Days: _____

Student Instructions:

- Prior to scheduled absence, complete and sign this form.
- Then take the form to each of your teachers and ask them to complete the teacher section.
- The completed form should be turned in to the school office along with the Student Vacation/Leave Notification Form for the principal's signature.
- The completed form must be turned into the school office at least three (5) school days prior to the student's absence.

Student Responsibility Statement: I acknowledge that I am responsible for making up all work missed during my absence. I understand that I will have 1 day for each day missed to make up missed work in order to receive credit for that work (3 days absent = 3 days to make up work, etc).

Student signature: _____ Date: _____

Teachers, please complete the following:

Initial and Date (I am aware and may assign homework)	Subject/Class and comments regarding assignments during this absence