

GRANDVIEW HEIGHTS CITY SCHOOLS PLANNED ABSENCE FORM

Students must return this form to the Principal's Office before leaving on vacation.

Student's Name _____

Dates away from school _____

Reason for Absence _____

STUDENT ABSENCE

Dear Parent(s)

State law places the responsibility with parents for children attending school. Grandview Heights Board of Education Policy 5200 States that students must be in attendance at all times except under the following circumstances: illness, recovery from accident, required court appearance, death in the family, medical/dental appointments, or observation or celebration of bona fide religious holiday.

For students who will be absent due to vacation or similar reason, the following procedures are to be observed:

1. Notify the school/principal of the dates of absence in advance of departure.
2. All students, if possible, should make up as much of the work to be missed before departure. The initiative for securing assignments from the teachers rests with the students and parents. Example: If a student is going on vacation, the teacher should be notified of the dates of the vacation at least one week in advance. Final evaluation of the work covered will rest with regular teacher.
3. Upon returning to school, the student should be ready to resume studies with the class.
4. If the absence is to occur at the end of the school year, final grades and promotion are not given until school officially closes. The teacher will determine the type of test and other work which will form a decisive part of the final grade. Final grades and decision of promotion will rest with the teacher and the building principal.

Parent's Signature

Principal's Signature

FAILURE TO MAKE ARRANGEMENTS PRIOR TO GOING ON VACATION MAY RESULT IN RECEIVING NO CREDIT FOR THE WORK MISSED DURING VACATION.

(Teacher commendation on back of this form.)

Teachers should read the following statement and mark appropriately for the individual student before signing:

- A. I feel this student's attendance and grades are such that an absence from school will not affect academic progress.
- B. I do not feel this student can academically afford this absence. However, I am not denying your son/daughter from going on vacation. I just do not feel that it is in the best educational interest at this time.
- C. Homework assigned.

Teacher: Circle A or B and C for your class subject/period and sign.

A.	B.	C.	Class _____	Teacher _____
A.	B.	C.	Class _____	Teacher _____
A.	B.	C.	Class _____	Teacher _____
A.	B.	C.	Class _____	Teacher _____
A.	B.	C.	Class _____	Teacher _____
A.	B.	C.	Class _____	Teacher _____
A.	B.	C.	Class _____	Teacher _____
A.	B.	C.	Class _____	Teacher _____

Homework/Comments:

The length of time for completion of make-up work shall be commensurate with the length of the absence but not to exceed two (2) weeks.