

APPLICATION FOR A STUDENT PERSONAL CONVENIENCE ABSENCE

Parents have received a school calendar which indicates school holidays and vacation periods. Absence from school for students and/or parent personal convenience is not provided for under the school attendance laws of the State of Ohio. Therefore, the proposed absence will be considered “UNEXCUSED” and parents are asked to complete this form if the absence exceeds 2 days to relieve the school of responsibility.

Student Name _____ Grade _____

Date leaving _____ Date returning to school _____

State clearly the nature of this absence and the reason why the leave must be taken during the school year.

STATEMENT OF STUDENT AND PARENT

We understand that absence from school for the reasons listed above is not provided for under the school attendance laws of the State of Ohio; that this absence will be “UNEXCUSED”, but that by completing this form and fulfilling the requirements the student will be permitted to make up tests missed and will not be considered truant.

Arrangements to make up tests must be made by the student/parent by the second day he/she returns to school after a personal convenience absence. All students are expected to be present for semester examinations. Teachers may (but are not required to) prepare assignments of a very general nature for students who are anticipating a personal convenience absence in advance.

It is the responsibility of the parent to inform the school office of the dates of this personal convenience absence. All of the above regulations concerning personal convenience absences are applicable only to trips in which students accompany their parents.

Date signed

Parent Signature

Student Signature

It must be understood that the principal’s signature does not indicate approval of statement of absence, but only that she is aware of such.

Total days absent

Principal-Minister Signature