

# Gibsonburg Exempted Village Schools

## VACATION REQUEST FORM

Since there is a direct correlation between attendance and academic achievement, time taken away from school is highly discouraged. Try to plan family vacations and college visits over the summer months or scheduled holiday breaks.

Please consider the following when planning a vacation during the school months:

- a. A student may be excused for a period not to exceed 32 school hours for vacation.
  - b. Arrangements **must be** made at least **two weeks** in advance by the student's parent/guardian with the principal.
  - c. All schoolwork must be turned in prior to the student's leaving or within a reasonable amount of time following the trip.
  - d. Students will not be excused for this purpose unless they are accompanying their parent/guardian or have parent/guardian approval to accompany another adult on a trip.
  - e. Trips are less likely to be approved during the following times:
    - I. First 2-weeks of school
    - II. Last 2-weeks of school
    - III. Large Group/State Testing days
- \*Refer to the Student Handbook for further details.
- f. All vacations count towards student's hours of absenteeism with respect to Ohio Revised Code.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

Date(s) of Absence(s) \_\_\_\_\_

**Signature of Parent/Guardian** indicating their knowledge of the student's responsibility for classwork and acknowledgment of the other information above.

\_\_\_\_\_  
**Signature of Teacher**

Total # of Days Absent _____ Excused _____ Unexcused _____
Reason/Comments _____
_____ <b>Principal Signature</b>