

WEST BRANCH LOCAL SCHOOLS

HIGH SCHOOL
(330)938-2183
(330)938-4444 fax

MIDDLE SCHOOL
(330)938-4300
(330)938-4301 fax

DAMASCUS ELEMENTARY
(330)938-4500
(330)938-4501 fax

KNOX ELEMENTARY
(330)938-1122
(330)938-1121 fax

VACATION FORM

Dear Parent/Guardian,

Dates of vacation _____

We realize that many parents cannot always control their vacations. This form must be filled out for all vacations. It is for this reason we will excuse students for vacation under the following format.

1. Students ***will not*** be excused for vacations unless they are accompanied by their parents. This rule does not change when a student becomes 18 years old.
2. Students ***must*** have this form completed and the attendance report (provided by office) signed by parent and ***returned to the office at least 3 school days in advance for all excused vacations.***
3. Students must make arrangements with their teachers for all make-up work.
4. If a vacation form/policy is not followed, ***the absence will be unexcused.***

Name of Student (Print) _____ Grade _____

Signature of Parent/Guardian _____

Principal Signature _____

CLASS	Teacher Initials
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

<u>ABSENCE POLICY</u>
Any student who misses more than (20) days in a year long course, or more than 10 days in a semester course, will receive no credit for the course in which he/she was enrolled during that year, unless the absences are due to prolonged illness or hospitalization and a medical excuse is presented to the Principal verifying such. The coursework must then be made up by the student within a reasonable length of time (determined by the teacher in which case the teacher may issue credit). The student/parent is responsible for making all the necessary arrangements for make-up work.

Date returned to office _____
Received by _____