

WEST BRANCH LOCAL SCHOOLS

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

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

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

EARLY LEARNING CENTER
(330)938-4500
(330)938-4501 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
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ABSENCE POLICY

Regular school attendance is an important ingredient in student's academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school. Depending on the length of vacation/missed time, formal action from the school may be administered according to Ohio law (House Bill 410).

You are encouraged to review the link below.

education.ohio.gov › House-Bill-410-FAQ.pdf.aspx

The student/parent is responsible for making the necessary arrangements for make-up work. The work must be completed in a timely manner as determined by the teacher.

Date returned to office _____

Received by _____