



## STUDENT VACATION TRAVEL and/or PLANNED ABSENCE FORM

Vacation travel may be quite educational in its own right; however, there is no legal provision in the Ohio Revised Code permitting schools to grant students excused absences from their classes in order to travel on vacation. Schools are permitted, however, to stipulate the conditions under which they will permit student absences for reasons other than those explicitly stated in the Revised Code. Per Board Policy 5200 out-of-state travel, up to 24 hours per school year may be utilized. This equates to 4 days of instruction. Therefore, the first 4 days, if approved, will be coded as "excused-vacation". Any days beyond the first 4 will either be marked "excused" if the student has not yet reached their maximum allowable absences or "unexcused" if the student has reached their maximum allowable absences by law.

Since many families cannot always plan vacations to coincide with school holidays, Olmsted Falls Schools will excuse students for family vacations as long as the family agrees to the conditions below and provides the requested information prior to departure from school. **NOTE: This may lead to student being excessively absent as defined by ORC 3321.191.**

1. We ask parents to consider seriously the effect extended absences may have upon a student's school progress.
2. Teachers are not obligated to prepare work for students to take with them.
3. Parents and students assume full responsibility for any tests or assignments missed during the period of absence. Assignments, if given, are due on the day of return to school in order to assure the teachers that the student is abreast of the classroom activities.
4. Teachers are not obligated to permit make-up work if proper arrangements have not been made **prior to** departure.
5. No student will be authorized to be absent from school to go on vacation unless that student is accompanied by his or her parent or parents, even though the parents of that student have given permission for that student to go on vacation. Students are authorized to be absent from school for the purpose of vacation travel to accommodate parents whose vacations cannot be scheduled when school is not in session. Therefore, students who are on vacation and are not accompanied by their parent or parents will be marked unexcused during the time of their absence. **ANY VARIATION FROM THE ABOVE STATED GUIDELINES MUST BE APPEALED TO THE BUILDING ADMINISTRATOR PRIOR TO THE ABSENCE.**

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1. Student Name \_\_\_\_\_ Grade Level \_\_\_\_\_

2. Reason for Vacation/Absence \_\_\_\_\_

3. School Dates: FIRST DATE ABSENT: \_\_\_\_\_

DATE OF RETURN TO SCHOOL: \_\_\_\_\_

4. Signature(s) of Parent(s) \_\_\_\_\_

5. Signature(s) of Classroom Teacher(s)  
Class/Subject Area

Teacher Signature

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6. Signature/Approval of Administrator \_\_\_\_\_ Date \_\_\_\_\_