

# Western Reserve Middle/High School Pre-Arranged Absence Request Form

We recognize that circumstances may arise which would necessitate a student accompanying his/her parents on a vacation. Students are responsible for all make-up work. A day missed counts toward the total allowed for the grading period. Vacations include but are not limited to the following: parent vacations, OHSAA sponsored tournaments, hunting trips (proof of a valid hunting license is required). Vacations will be permitted up to five (5) days total length providing the following conditions are met.

- A written request must be received by the Principal five (5) days prior to the vacation.
- A student may not have missed more than five (5) days of school in a given semester grading period or have missed an accumulated ten (10) days of school total.
- All class assignments must have been completed and turned in to the teacher prior to the start of the vacation. The teacher may make other arrangements if desired.
- A student must be passing all of his/her subjects.

STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

REQUESTED DATE OF ABSENCE: \_\_\_\_\_ TO \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Principal Signature

Period	Teacher Signature
ONE	
TWO	
THREE	
FOUR	
FIVE	
SIX	
SEVEN	