

OTSEGO LOCAL SCHOOLS

P.O. Box 290,
Tontogany, Ohio 43565

APPLICATION FOR A STUDENT PRE-PLANNED ABSENCE

Absence from school for student and/or parent personal convenience is not provided for under the school attendance laws of the State of Ohio. Therefore, the proposed absence will be considered **“UNEXCUSED”** and parents are asked to complete this form to relieve the school of responsibility.

STUDENT'S NAME _____ Grade _____

ADDRESS _____ Phone _____

DATE LEAVING _____ DATE RETURNING _____ TOTAL DAYS _____

State clearly and concisely the nature of this absence and the reason why the leave must be taken during the school year.

STATEMENT OF STUDENT AND PARENT

We understand that absence from school for the reasons listed above is not provided for under the school attendance laws of the State of Ohio; that this absence will be “UNEXCUSED” but that by completing this form and fulfilling the requirements the student will be permitted to make up tests missed and will not be considered truant.

We further understand that when a pupil returns from a pre-planned absence, teachers are not required to grade, examine, or correct any work done by the pupil during the absence. The school can assume no responsibility for drop in grades suffered by a pupil who is absent due to a pre-planned absence.

Arrangements to make up tests must be made by the pupil by the second day he returns to school after a pre-planned absence or an “F” will be recorded for each test. All students are expected to be present for semester examinations. Teachers may (but are not required to) prepare assignments of a very general nature for pupils who are anticipating a pre-planned absence. It is the responsibility of the student to inform each teacher of the dates of this personal convenience absence in advance.

TEACHERS' INITIALS: _____

All of the above regulations concerning pre-planned absences are applicable **only** to trips which students accompany their parents or trips approved by the principal.

Date _____ Student's Signature _____

Parent's Signature _____

It must be understood that the principal's signature does not indicate approval of the statement or absence, but only that he/she is aware of such.

Principal's Signature