

**ORRVILLE ELEMENTARY SCHOOL
STUDENT VACATION/LEAVE**

Parents,

Please fill out and return this form at least 2 weeks prior to the absence. Either Mrs. Waseman or Miss Vargo will contact you if your student's absence will **not be** excused.

_____ has requested approval to take a "Family Leave/Vacation" and will be absent from school or the time period from _____ to _____.
(Date Absence begins) (Date absence ends)

Purpose of Request _____

Parent Signature _____ Date _____

Administrative Approval _____ Date _____

FAMILY VACATIONS/PRE-EXCUSED ABSENCES (FROM THE OES STUDENT HANDBOOK)

Every effort should be made to plan family vacations during a time that will not require a student to miss school. In the event that this is unavoidable, the student/parent must complete a vacation notification form available in the school office prior to the vacation. In order to receive credit for all assignments, the students must turn those in the day he/she returns to school. Any tests given during this period will be administered to the student upon his/her return. Hunting trips fall under the same classification as family vacations. To be excused, the trip must be considered a family vacation.