

FUTURE ABSENCE/VACATION FORM
(THIS FORM IS TO BE USED FOR TWO OR MORE DAYS ONLY)

STUDENT NAME _____ **GRADE** _____

HOME ROOM TEACHER _____

The Canfield Local School Board realizes that many parents cannot control the dates of their vacations. It is for this reason we will excuse students for vacations under the following format:

1. Students must arrange with the Attendance Office at least one week in advance for all planned vacations.
2. Any student requesting permission for an excused vacation must make arrangements with each of his/her teachers for makeup assignments.
3. If a vacation is not properly approved, the absence will not be considered "verified."
4. Tests are not to be administered early to accommodate vacations.

This form must be completed by student, parents, and teachers at least one week in advance in order to comply with Canfield Local School Board Policy.

To be signed by each teacher of course work involved and returned to the Attendance Office.

<u>PERIOD</u>	<u>SUBJECT</u>	<u>TEACHER SIGNATURE</u>
<u>1</u>	_____	_____
<u>2</u>	_____	_____
<u>3</u>	_____	_____
<u>4</u>	_____	_____
<u>5</u>	_____	_____
<u>6</u>	_____	_____
<u>7</u>	_____	_____
<u>8</u>	_____	_____

REASON FOR THE REQUEST: _____

DATES ABSENT: _____

PARENT SIGNATURE: _____

DATE REC'D IN ATTENDANCE OFFICE _____ **REC'D BY** _____