

**LITTLE MIAMI HIGH SCHOOL
PRE-ARRANGED ABSENCE FORM**

Dear Parents,

The state of Ohio places the responsibility of school attendance with the family. Strictly interpreted, it is illegal for students to be out of school for reasons other than personal illness, illness in the family, quarantining of the home, death of a relative, medical or dental appointment, observance of religious holidays, a family emergency, or attending the deployment or return of a military parent or sibling. Therefore, parents are asked to plan family vacations and appointments to correspond with the school calendar as often as possible; however, we realize that is not possible in all circumstances. If your child is absent from school for reasons other than those mentioned above, the child is expected to secure and complete all assignments that he/she will miss during that time. For pupils who will be absent due to a family obligation or similar reason that is considered appropriate by state standards, the following procedures and guidelines also must be adhered to for those absences to be excused.

1. Present the completed form to the principal at least one week prior to the absence.
2. Secure assignments from teachers prior to the absence. Please understand that teachers are not required to make long-range assignments for vacationing students.
3. Upon return to school, students must submit all assignments, papers, or projects to their teachers.
4. If a student has had an attendance issue or is in danger of failing, this request may be denied. If the request is denied and the parent elects to remove his/her child, the absences will be unexcused.
5. Please note, vacation days count towards the 12 allowable occurrences for the student per year.
6. The district is not able to accept requests on district testing dates or exam weeks.

STUDENT'S NAME _____ GRADE _____

DATE(S) REQUESTED _____ REASON _____

Proper arrangements have been made for makeup work and assignments for the following period/periods:

Period 1: Course: _____ Teacher Signature: _____ Grade to Date _____

Period 2: Course: _____ Teacher Signature: _____ Grade to Date _____

Period 3: Course: _____ Teacher Signature: _____ Grade to Date _____

Period 4: Course: _____ Teacher Signature: _____ Grade to Date _____

Period 5: Course: _____ Teacher Signature: _____ Grade to Date _____

Period 6: Course: _____ Teacher Signature: _____ Grade to Date _____

Period 7: Course: _____ Teacher Signature: _____ Grade to Date _____

Please sign below indicating that you have read and understand the pre-arranged absence process, and that you know your child will not be in attendance for the date(s) requested. Your child must have a grade and signature from each teacher prior to their absence. Please return the signed form to the office. Your child must have all assignments completed and must be prepared to take any quizzes, tests, or exams, and submit outstanding work promptly upon their return to school. Thank You.

of excused occurrences to date _____ # of unexcused occurrences to date _____ Office Initials _____

Parent Signature: _____ Date: _____

Excused Occurrences _____ Unexcused Occurrences _____ Principal Signature _____

***Please remember that even approved vacation days will count towards your 12 occurrences. Once a student has 12 occurrences, a doctor's note is required in order to excuse an absence.**