



Crooksville Exempted Village School District

FAMILY VACATION NOTIFICATION

My student(s) _____ will be on family vacation for the following dates _____ to _____.

I have read the following policy and agree to its terms regarding student work and notification.

MAKE-UP WORK – FAMILY VACATIONS

The Crooksville Exempted Village Schools believes that students should attend school on a regular basis. Failure to meet this responsibility could seriously hamper the student’s academic progress and achievement. In order to provide maximum educational opportunities, vacations should be planned during holiday or summer breaks. Students who are absent from school should not expect make-up work to provide the same benefits as classroom instruction and participation. Although the scheduling of vacations during school sessions is discouraged, the following procedures have been established to process vacation releases:

- 1. Requests for all vacations must be given to the building principal at least two weeks in advance (This Form). In the event of an emergency vacation leave, parents must contact the building principal by telephone, in advance if possible.*
- 2. After vacation requests are received, before approval is granted, principals will check the student’s grades and attendance records. The attendance office will issue a vacation form to the student. This form is to be taken to each of the student’s teachers so they are aware that the vacation has been approved.*
- 3. It is the student’s responsibility to contact the teacher for all make-up work in advance of the vacation.*
- 4. Vacation days taken without approval will be counted as days of unexcused absence and subject to the excessive absence policy.*

Parent Signature

Date

Student Signature

Date

Principal Signature

Date