VACATION FORM

As educators, we encourage parents to schedule family vacations during regularly scheduled school vacations. We realize that at times this may be impossible. Students will be permitted make up work missed and not be considered truant from school if the following criteria are met:

1. The vacation should be a family activity. Students will not be excused to vacation alone, with other students or other adults. If this occurs, the student will be considered truant.
2. Students are responsible for all work missed. Students must make all arrangements for work **prior to the absence**. Proper arrangements mean:
    a. bringing in a written note from the parent requesting the absence;
    b. securing the signatures of all classroom teachers;
    c. attendance verification completed by secretary;
    d. and the completed form turned in to the office.
3. Teachers are not obligated to permit make-up work if proper arrangements have not been made prior to departure.
4. A total of five (5) approved family vacations will be permitted for the school year. If a student uses more than the five (5) approved vacation days, he/she will receive unexcused absences for the days exceeding the permitted number. The principal has the right to not excuse the student, if academic achievement is unacceptable.
5. Failure to secure permission from the principal or assistant principal will result in the absence being recorded as unexcused, and no work may be made up for the time missed. Students with more than six (6) days of absence for any reason will not be exused for family vacation purposes. (See page 18 of the Student Handbook.)
6. Any questions or concerns should be directed to the principal of Wellington High School at 440-647-3734.

_____
STUDENT'S NAME

_____
PARENT'S SIGNATURE

Expected dates of absence: _____

Destination: _____

OFFICE USE ONLY

_____
DATE TURNED IN

_____
CURRENT NUMBER DAYS ABSENT

_____
DAYS REMAINING after vacation

_____
PRINCIPAL'S SIGNATURE

CLASS	CURRENT GRADE	TEACHER SIGNATURE