

**CUYAHOGA HEIGHTS ELEMENTARY SCHOOL  
VACATION OR EXTENDED ABSENCE  
PRE-APPROVAL REQUEST FORM**

Parents/Guardians:

You are strongly encouraged to take family vacations during the summer and during school holidays such as winter or spring break. In the event that this is not possible, the principal's office as well as the child's teacher must be informed in advance of any special vacation or situation that will cause an extended absence from school. Please note, House Bill 410 requires students to miss no more than 65 hours of school, per academic year, for any reason. These vacation days will count as 6.5 hours per day toward that total. Please see the Family Handbook for more information about attendance policies.

Please use the form below to notify the teacher and principal's office at least 3 days in advance. Return this form to the office.

Mrs. Joy Houchen, Principal

**Extended Absence Pre-Approval Form**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Grade-Section: \_\_\_\_\_ Dates of school to be missed: \_\_\_\_\_

Reason for absence request: \_\_\_\_\_  
\_\_\_\_\_

I understand that the teacher(s) will sign below to indicate that he/she is aware of the impending absence and that the student will have the opportunity to complete assignments. All assignments should be turned in no later than the day the student returns, unless other arrangements are made with the teacher(s). Students may be asked to turn in work prior to the absence and/or to make up tests or quizzes on the day they return.

Parent Signature: \_\_\_\_\_  
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*(For office use only)*

1. Hours Absent this School Year: \_\_\_\_\_ Date Received: \_\_\_\_\_

2. Principal's Signature \_\_\_\_\_

This Absence = \_\_\_\_\_ Hours

3. Teachers' Initials: \_\_\_\_\_

4. Secretary's Name: \_\_\_\_\_ Entered in PB \_\_\_\_\_

Copy to Parent: \_\_\_\_\_ Copy to File: \_\_\_\_\_