

**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 of 2 or more days from school.

Please note, the state of Ohio has clear definitions for excessive absences (38 or more hours in one month or 65 or more hours in one school year). These days count towards that total. One full day for K-5 is 5.75 hours of absence. One full day for PK is 2.5 hours of absence. (Please see the Family Handbook for more information about attendance policies.)

All vacations are considered "unexcused" unless all of the following criteria are met:

1. One of the student's parents or legal guardian accompanies him/her on the vacation.
2. This form is submitted for approval at least 5 days prior to the absence.
3. The students must not be in danger of failing any classes and must have an acceptable attendance rate.
4. Although it is unrealistic to expect teachers to provide the same material that the child would receive as if in school, advance notice of vacations should be given to teachers so that the student may obtain assignments and submit them before the vacation or on the first day returning to school.
5. The student has not missed five or more days for vacation or extended absence during the current school year. (A maximum of five vacation days per school year are excused.)

Complete the back of this form and return this form to the office at least five days in advance of the extended absence. If you have any questions or concerns, please contact the office at 216-429-5880.

Keep in mind that you also need to enter this absence into School Dismissal Manager.

Thank you for your cooperation,

Mrs. Joy Houchen, Principal

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**Extended Absence (2 or more days) Pre-Approval Form**

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

Grade-Section: \_\_\_\_\_ Extended Absence Dates: \_\_\_\_\_

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)*

Date Received: \_\_\_\_\_

Absence Summary (Secretary Completes):

Teacher's Signature(s):

Total Hours Absent: \_\_\_\_\_

\_\_\_\_\_

Previous Ext. Absence Hours: \_\_\_\_\_

\_\_\_\_\_

Unexcused Absence Hours: \_\_\_\_\_

\_\_\_\_\_

Requested Hours for this Trip: \_\_\_\_\_

Principal's Signature:

Request Decision (Principal Completes):

\_\_\_\_\_

Hours Excused for this Trip: \_\_\_\_\_

Hours Unexcused for this Trip: \_\_\_\_\_

Secretary Initials: \_\_\_\_\_

Entered in PB: \_\_\_\_\_

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

Copy in File: \_\_\_\_\_