



# Milton-Union Elementary School

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## Milton-Union Elementary Vacation Request Form

Please complete section 1 of the request form and return to your child's teacher. You will receive a copy of this form once it has been completed by both the teacher and the elementary office.

### Section 1: Parent/Guardian

Student's Name \_\_\_\_\_ Teacher \_\_\_\_\_

I request an excused absence from school for my child on the following dates: \_\_\_\_\_ due to a family vacation. I understand that the decision to excuse a student for a family vacation resides with the principal in the elementary. The principal will consider a student's current educational success and current attendance record when determining if the absences are excused. Each child is limited to a maximum of 60 hours excused absence per school year without a doctor's note.

### Section 2:Teacher

Please review the requested vacation days in section 1. Please list and/or attach assignments that would be appropriate for the student to complete while on vacation. Each student has the number of vacation days plus an additional day to submit their assigned work upon returning to school.

Teacher Comments:

Teacher Signature: \_\_\_\_\_

### Section 3: Administration

Number of hours and minutes missed to date \_\_\_\_\_ excused \_\_\_\_\_ unexcused

No student can exceed 60 hours of excused absence without a doctor's note per HB 410.

\_\_\_\_\_ hours of absence will be EXCUSED \_\_\_\_\_ hours will be UNEXCUSED

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

