

Please include a parent note

OHIO HI-POINT CAREER CENTER

VACATION PRE-APPROVAL FORM

ACCORDING TO THE STUDENT/PARENT HANDBOOK (P. 11) A STUDENT MAY BE ABSENT FROM SCHOOL & BE EXCUSED (THEREFORE ALLOWED TO MAKE UP WORK) FOR FAMILY VACATION DAYS AS LONG AS HE/SHE MEETS THE FOLLOWING CRITERIA:

1. VACATION IS PRE-ARRANGED & APPROVED BY THE ASSOCIATE DIRECTORS
2. VACATION IS TO BE TAKEN WITH THE STUDENT'S PARENT/GUARDIAN
3. THE STUDENT IS IN GOOD ACADEMIC STANDING
4. THE STUDENT HAS ACCEPTABLE ATTENDANCE

PLEASE COMPLETE FOLLOWING INFORMATION AND SUBMIT TO THE HIGH SCHOOL OFFICE A MINIMUM OF THREE (3) SCHOOL DAYS PRIOR TO THE BEGINNING DATE OF YOUR VACATION.

_____ WOULD LIKE TO GO ON A VACATION WITH HIS/HER
(STUDENT NAME)
FAMILY BEGINNING ON _____ AND WILL RETURN TO SCHOOL ON
1ST DAY OF VACATION (MM/DD/YY)
THE FOLLOWING DATE _____ TO RESUME HIS/HER SCHOOL
1ST DAY BACK IN SCHOOL (MM/DD/YY)
SCHEDULE AND BEGIN TURNING IN MAKE-UP WORK.

IT IS THE RESPONSIBILITY OF THE STUDENT TO COMMUNICATE WITH ALL TEACHERS & OBTAIN ASSIGNMENTS & ESTABLISH A TIMELINE FOR SUCCESSFUL COMPLETION OF ALL MISSED WORK.

ACADEMIC TEACHER: _____	SIGNATURE: _____
ACADEMIC TEACHER: _____	SIGNATURE: _____
ACADEMIC TEACHER: _____	SIGNATURE: _____
ACADEMIC TEACHER: _____	SIGNATURE: _____
LAB INSTRUCTOR: _____	SIGNATURE: _____

THE SIGNATURES BELOW VERIFY THAT THE ABOVE NAMED STUDENT WILL BE TRAVELING WITH HIS/HER PARENT OR GUARDIAN DURING THE ABOVE LISTED DATES FOR FAMILY VACATION AND THAT HE/SHE WILL RETURN TO SCHOOL AS STATED. THE STUDENT ALSO ACKNOWLEDGES RESPONSIBILITY TO COMPLETE MISSED WORK.

STUDENT SIGNATURE

DATE (MM/DD/YY)

PARENT/GUARDIAN SIGNATURE

DATE (MM/DD/YY)