



## PERSONAL CONVENIENCE FORM

Absences from school for students and/or parent personal convenience is not provided for under the school attendance laws of the State of Ohio. Therefore, parents are requested to complete this form prior to such a student absence in order to relieve the school of responsibility.

\_\_\_\_\_  
Student's Name and Grade

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
First date of absence

\_\_\_\_\_  
Return Date

\_\_\_\_\_  
Total number of days absent

State clearly and concisely the nature of this absence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### PARENT PLEASE UNDERSTAND:

1. An absence of personal convenience includes family vacations and other situations.
2. This form must be completed and on file prior to the absence.
3. Regular attendance is absolutely essential for successful school work.
4. The school will assume no responsibility for any drop in grades.
5. Teachers will no give work in advance.
6. Responsibility of making up missed class assignments rests with the parent and student. Arrangements must be made with the teacher for all assignments missed during absence.
7. Students will be permitted to make up any tests missed if arrangements are made within two (2) school days after the return to school.
8. Parent/Student failure to abide by these 7 points will result in denial of make-up privileges.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

The Principal's signature below does not indicate approval of the absence but only that the Principal is aware of such absence and this information will be given to the teacher(s) involved.

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date