

ORRVILLE MIDDLE SCHOOL

STUDENT VACATION/LEAVE

(A signature on this form does not mean that your absence is excused.

Final approval must come from the middle school office.)

\_\_\_\_\_ has requested approval to take a "Family/Leave" and be  
absent from school or the time period from \_\_\_\_\_ to \_\_\_\_\_.  
(Date Absence begins) (Date absence ends)

Purpose of Request \_\_\_\_\_

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

\*\*\*\*\*

Period 1. Class \_\_\_\_\_ Teacher \_\_\_\_\_

Comments \_\_\_\_\_

Period 2. Class \_\_\_\_\_ Teacher \_\_\_\_\_

Comments \_\_\_\_\_

Period 3. Class \_\_\_\_\_ Teacher \_\_\_\_\_

Comments \_\_\_\_\_

Period 4. Class \_\_\_\_\_ Teacher \_\_\_\_\_

Comments \_\_\_\_\_

Period 5. Class \_\_\_\_\_ Teacher \_\_\_\_\_

Comments \_\_\_\_\_

Period 6. Class \_\_\_\_\_ Teacher \_\_\_\_\_

Comments \_\_\_\_\_

Period 7. Class \_\_\_\_\_ Teacher \_\_\_\_\_

Comments \_\_\_\_\_

Period 8. Class \_\_\_\_\_ Teacher \_\_\_\_\_

Comments \_\_\_\_\_

Period 9. Class \_\_\_\_\_ Teacher \_\_\_\_\_

Comments \_\_\_\_\_

Administrative Approval \_\_\_\_\_ Date \_\_\_\_\_

## **FAMILY VACATIONS/PRE-EXCUSED ABSENCES**

Every effort should be made to plan family vacations during a time that will not require a student to miss school. In the event that this is unavoidable, the student/parent must complete a vacation notification form available in the school office prior to the vacation. In order to receive credit for all assignments, the students must turn those in the day he/she returns to school. Any tests given during this period will be administered to the student upon his/her return. Hunting trips fall under the same classification as family vacations. To be excused, the trip must be considered a family vacation.