



**SOUTHWEST LOCAL SCHOOL DISTRICT**  
**Pre-Arranged Notice of Student Absence Form**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Absence Start Date: \_\_\_\_\_ Absence Return Date: \_\_\_\_\_ Total # of Days Absent: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Students who plan to be absent from school for one or more days for reasons other than normal illness must submit this completed form to the school office. The Board of Education does not believe that students should be excused from school for vacations or other non-emergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while they are absent.

The Ohio Revised Code classifies absence from school as excused or unexcused. Listed below are the eight (8) conditions for excused absence as defined by the state of Ohio. If the reason you wish to take your student out of school does not fall under these eight (8) conditions, the absence will be classified as unexcused.

**Reason for Absence Excused:**

- Personal illness of the student
- Illness in the family necessitating the presence of the child
- Death of a relative
- Quarantine in the home
- Observance of a bona fide religious holiday
- Necessary work at home due to absence or incapacity of parent(s) or legal guardian(s) (applies to students over 14 years of age only)
- Traveling out of state to attend a Board-approved enrichment or activity or extracurricular activity (applies to absences of up to 24 school hours)
- As determined by the Superintendent

**Reason for Absence Unexcused:**

- Vacation
- Other, please explain: \_\_\_\_\_

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

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**TEACHERS REVIEW**

Estimated grade in the following subjects:

Math \_\_\_\_\_ ELA \_\_\_\_\_ Reading \_\_\_\_\_ Science \_\_\_\_\_ Social Studies \_\_\_\_\_

Electives: \_\_\_\_\_

<b>CLASS</b>	<b>ASSIGNMENT</b> (Teachers, please attach documentation if necessary)	<b>EXPECTED DATE OF COMPLETION</b>	<b>TEACHERS INITIALS</b>

<b>TEACHER(S) COMMENTS:</b>