

**Willoughby-Eastlake City Schools**  
**Request for Absence**  
**Family Vacations or College Visitation**

When parents request the absence of a student for family vacation, or other special need specified by the family, such absence shall be excused. Parents requesting such absence must make the request prior to leaving and should submit such request at least one week in advance. A student under this provision is responsible for obtaining his/her assignments prior to leaving and submitting the completed assignments no less than two days after his/her return.

**A MAXIMUM OF FIVE DAYS PER SCHOOL YEAR WILL BE EXCUSED UNDER THIS POLICY.**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ HR \_\_\_\_\_

Phone Number \_\_\_\_\_ Requested date(s) to be absent \_\_\_\_\_

Reason for request (be sure to state where you are going and with whom)

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*Teacher acknowledgement of assignment given*

1<sup>st</sup> Period \_\_\_\_\_

5<sup>th</sup> Period \_\_\_\_\_

2<sup>nd</sup> Period \_\_\_\_\_

6<sup>th</sup> Period \_\_\_\_\_

3<sup>rd</sup> Period \_\_\_\_\_

7<sup>th</sup> Period \_\_\_\_\_

4<sup>th</sup> Period \_\_\_\_\_

8<sup>th</sup> Period \_\_\_\_\_

***Failure to complete this form or the falsification of any information on this form could result in unexcused absence and subsequent penalties.***

Student's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Administrator's Signature \_\_\_\_\_