

THE BETHEL SCHOOLS

7490 South State Route 201 Tipp City, Ohio 45371

APPLICATION FOR VACATION OR PRE-ARRANGED ABSENCE

Pre-arranged absences may be excused for college visits and family vacations if approved by an administrator at least **five (5) days in advance** and the student has less than five (5) accumulated days absence for the academic quarter. The student should be accompanied by a parent or legal guardian for these absences. This paper must be filled out before an administrator can sign it.

It is the **student's responsibility** to obtain all assignments for the time period of the absence **prior** to leaving and all work is due upon **return** to school.

NAME OF STUDENT _____ GRADE _____

BEGINNING DATE OF ABSENCE _____ RETURN DATE FOR STUDENT _____

DATE: _____ REASON FOR REQUEST: _____

SIGNATURE OF STUDENT: _____

SIGNATURE OF PARENT: _____

PERIOD

TEACHER'S SIGNATURE

1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____

ADMINISTRATOR: _____ DATE: _____

FOR SCHOOL USE ONLY

STUDENT'S ATTENDANCE RECORD: SATISFACTORY _____ UNSATISFACTORY _____

STUDENT'S GRADES: SATISFACTORY _____ UNSATISFACTORY _____