

**ORRVILLE HIGH SCHOOL  
STUDENT VACATION/LEAVE**

**FAMILY VACATIONS/PRE-EXCUSED ABSENCES (PER OHS HANDBOOK)**

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.

**Complete the bottom of this form and return to office**

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(Student Name) \_\_\_\_\_

Dates of absence \_\_\_\_\_ to \_\_\_\_\_

Purpose of request \_\_\_\_\_

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

Teacher Acknowledgement

Pd. 1 \_\_\_\_\_

H.R. \_\_\_\_\_

Pd. 2 \_\_\_\_\_

Pd. 6 \_\_\_\_\_

Pd. 3 \_\_\_\_\_

Pd. 7 \_\_\_\_\_

Pd. 4 \_\_\_\_\_

Pd. 8 \_\_\_\_\_

Pd. 5 \_\_\_\_\_

Turn form into office once all information has been filled in.

Signature of School Administrator \_\_\_\_\_