

**PERMIT FOR FUTURE ABSENCE OF A SCHOOL AGE CHILD  
(FIVE DAY LIMIT)**

TEACHER \_\_\_\_\_

It is requested that \_\_\_\_\_ be excused from attendance at Woodlands School for the period beginning \_\_\_\_\_ through \_\_\_\_\_. The reason for this request is \_\_\_\_\_  
\_\_\_\_\_. I assume responsibility for the schoolwork of the above named child during this extended vacation period. Work completed during this vacation will be submitted to the teachers concerned for evaluation.

\_\_\_\_\_  
(SIGNATURE OF PARENT OR GUARDIAN)

\_\_\_\_\_  
(DATE)

**PLEASE NOTE:**

No one permit for the absence of a child for a future limited period may be issued for a period of more than five (5) school days. When deemed absolutely necessary, a permit may be renewed for a period not to exceed a total of ten (10) days. No child may be so excused from attendance at school for more than fifteen days in any one school year. A separate permit must be completed for each child. Permit is invalid until signed by the principal or superintendent. (Chapter VI, Ohio State Board of Education regulations governing excuses from future school attendance, Paragraph 1-g and 2-b (7).

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**REQUEST FOR FUTURE ABSENCE OF ABOVE NAMED CHILD:**

\_\_\_\_\_ APPROVED

\_\_\_\_\_ REJECTED

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(PRINCIPAL or SUPERINTENDENT)

Submit in Duplicate: Original to Administrator  
Duplicate to Parent or Guardian