

NORMANDY ELEMENTARY SCHOOL

VACATION/ABSENCE REQUEST



Return this request form to the attendance secretary **BEFORE** your vacation/special absence.
A copy will be provided to your child's classroom teacher(s) after building approval.

Today's Date: _____

Student Name: _____ Cell/ Home Number: _____

Teacher(s): _____

Days absent: _____
(Month) (Dates)

Please be sure to check the building calendar to avoid State Assessment dates.

Reason for absence: _____ Destination: _____

Current number of absent hours: (office use) _____

Per Board Policy, there is a 5 school day limit per school year of excused vacations. Vacation in excess of the 5 days shall be considered unexcused.

Parent/ Guardian Signature: _____

I have read and understand House Bill 410 as it relates to my child's accumulated absences. (See back)

Teachers,

- Please complete the information below to include any work to be completed while the child is on vacation/special absence.
- Send form home with student
- Keep a copy for your records

Teacher Signature	Assignment	Due Date:

Students will assume responsibility of meeting with teachers to make up missed in class work. Students absent 1-2 days should make up work within a week of returning to school. Students absent an extended time will work with teachers to determine due date. While most vacations may be approved by the administrator, days missed while on vacation count as an absence.

Principal Approval: _____

Dan Sebring

Normandy Principal

Normandy Elementary
26920 Normandy Rd
Bay Village, Ohio 44140
440.617.7350
dan.sebring@bayschoolsohio.org

August 23, 2017

HOUSE BILL 410

Dear Normandy Families,

In December 2016, the Ohio General Assembly passed HB 410 to encourage and support a preventative approach to excessive absences and truancy. Although truancy has not been a factor at the elementary levels, absences do accumulate throughout the school year due to illness, family obligation, and vacation requests.

It is important for every student to attend school every day. Daily school attendance is critical to students' academic success. In an effort to support academic success for all students, the district will partner with families to identify and reduce barriers to regular school attendance.

As of the 2017-18 school year several changes will take effect. School districts can no longer suspend or expel students for missing too much school. Additionally, districts will amend and adopt policies outlining intervention plans for families / students who accumulate excessive absences. Please be advised that HB 410 replaces the attendance policy currently stated in the normandy School handbook.

Absences including illness, tardiness, early dismissals, appointments during the school day, vacation requests, etc. will be tracked and reported to the nearest HOUR.

Normandy Elementary students attend school 5.33 hours per day. A child is considered to have met EXCESSIVE ABSENCE when he/she has accumulated excused or unexcused absences totaling 38 hours in one school month (7.13 days) and/or 65 hours (12.2 days) of excused or unexcused absences in one school year. Based on HB 410, the following will occur:

- The district will notify the student's' parents in writing within seven days of the the triggering absence;
- The student/family will meet with the building absence intervention team and implement the building or district developed plan for absence intervention; and
- The student and family may be referred to community resources.

At Normandy Elementary School, we feel that working in partnership with parents will provide our students the best opportunities for success. I am confident you will continue to join us in encouraging daily school attendance. I will communicate with you as I receive more details regarding HB 410.

Sincerely,

Mr. Daniel P. Sebring