



Plain City Elementary School
580 South Chillicothe
Plain City, Ohio 43064

Kathy Savage
Principal
(614) 873-4608 Fax: (614) 873-2559

Re: Missing School Due To Extended Family Vacation

Dear Mrs. Savage:

Our family is planning to take an extended vacation on days in which school is in session. I am requesting that my child _____, be excused from school due to these vacation plans on the following dates _____.

I understand that the policy regarding extended vacation time is as follows:

Guidelines for Vacation/Make-Up Work

The following policy is in place in all Jonathan Alder Schools, grades K – 12. Please review this policy and keep it for future reference.

In order for our schools to provide the best education possible for your child, regular attendance is extremely important. Please plan vacations around our school calendar. In extreme cases, this may not be possible. If you find yourself in this situation, please notify Mrs. Savage and the classroom teacher as soon as possible. We ask you to understand that providing work for your child is an additional responsibility that takes time from your teacher's already busy schedule. The more lead-time we have, the easier it will be for us to meet your needs. Make-up work will be handled in one of two ways:

1. You may request work for the time you are gone. This request must be made at least 5 days in advance. All work is to be completed and turned in on the first day your child returns to school. A zero will be given for any missing work. You may not request a change to option #2 on your return.

OR

2. You may wait until you return to request make-up work. Your child will be allowed the number of days they are absent plus two days to make up the work. **Please note:** Your child will be expected to keep up with their current assignments during this make-up period.

I have indicated my choice by circling either 1 or 2 above, and I understand that I cannot change from option 1 to option 2 upon my return.

Sincerely,

Parent/Guardian Signature

Student Signature

Date

Cc: Classroom Teacher

Date Received _____ By _____