



# Graham Middle School

9644 W. U.S. Hwy. 36  
St. Paris, Ohio 43072  
Phone (937) 663-5339

Nick Guidera, *Principal*  
Vicki Packard-Cooper, *Assistant Principal*  
Melissa Erter, *School Counselor*

## Graham Middle School Request for Vacation

Vacations should be planned around the school calendar. Parents are encouraged not to schedule vacations during the end of each quarter (grade purposes), or during yearly State Testing in the Spring. The principal may allow such an absence for a period not to exceed five (5) school days per school year. Any vacation days that exceed five school days must be approved by the Superintendent of Schools. A note must be sent to the building principal for approval, AT LEAST ONE WEEK PRIOR TO THE VACATION. All vacation day(s) count toward the "Excessive Absence" policy. A vacation request will only be approved if the total number of current absences and the requested vacation days are below the 65 hours in one school year with or without a legitimate excuse. If the vacation days requested exceed the 65 or more hours in one school year with or without a legitimate excuse, the student's absences will count as unexcused.

I am requesting permission for my child, \_\_\_\_\_ to go on vacation during the following dates: \_\_\_\_\_.

I understand that it is my child's responsibility to complete all missed assignments per the school's absence/makeup policies in the handbook.

Student's signature \_\_\_\_\_ Parent's signature \_\_\_\_\_

-----Office Completes Below-----

\_\_\_\_\_ has thus far missed \_\_\_\_\_ hours out of 65 hours for the current school year.  
Student's name

\_\_\_ **Approved** (hours will be marked vacation)    \_\_\_ **Denied** (hours will be marked unexcused)

\*\* Again, all vacation hours would still count towards the "Excessive Absence" policy laid out in Ohio HB 410.

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS FORM MUST BE RETURNED TO THE OFFICE WITH ALL SIGNATURES BEFORE DEPARTURE.**

A COPY OF THIS DOCUMENT WILL BE SENT HOME WITH THE STUDENT ONCE PRINCIPAL SIGNATURE OBTAINED