

**Twinsburg City School District  
Student Personal/Vacation Form**

Although taking a vacation or taking your child out of school may be quite educational in its own right, Ohio Revised Code (ORC) does not permit schools to grant students excused absences from their classes in order to go on a trip, vacation, or other activity.

The law (HB410) does not prohibit such absences, but it will be figured into truancy threshold outlined in HB410. For absences resulting from family vacations or other events lasting less than ten (10) consecutive days (65 hours), are asked to complete this form (over).

The length of a family vacation may impact a child’s academic progress. According to HB 410 a student may be considered “habitually truant” after 30 consecutive hours of absence without a legitimate excuse. The State defines “excessive absences” as missing 38 or more hours of school in one month, with or without an excuse. To put this in perspective, one school day is 6.5 hours. So if your child goes on a family vacation and misses 5 days of school he/she will have missed 32.5 consecutive hours, which could be considered “habitually absent”. If he/she misses one more day later that month or additional days in the school year, the child could be considered “excessively absent” and the school may request a meeting with parent/guardian to address attendance.

The Twinsburg City School District will notify parents/guardians via letter when their child has met the minimum thresholds for habitual or excessive absences. It also may become necessary to develop an Attendance Intervention Plan with parents/guardians to insure students are consistently attending school.

- Parents/guardians and students assume full responsibility for any tests or assignments missed during the absence. Assignments are due on the day of return to school.
- Parents/guardians and students are responsible for any lost books, including library or classroom textbooks, and lost assignments.
- Teachers are not obligated to permit make-up work if proper arrangements have not been made prior to departure.
- An absence is an absence – excused or not.

Twinsburg City School District Board Policy No. 5200, as directed by ORC 3321.04, states the following:

<b>Habitual</b> (without excuse)	<b>Excessive</b> (with or without excuse)
<b>30</b> or more consecutive hours	<b>38</b> or more hours in one school month
<b>42</b> or more hours in one school month	<b>65</b> or more hours in one school year
<b>72</b> or more hours in one school year	

You may **avoid the truancy report by choosing to withdraw** your child from school for the period of the extended vacation. You will be required to re-enroll your child prior to his/her return to school by providing two current proofs of residency. (i.e. electric, gas, or water bills, bank statement, pay stub.)

If possible, your child will be placed back into his/her original classroom.

It is very important for parents/guardians to understand that any absence from school may have an adverse effect on the educational progress of their child. The Twinsburg City School District strongly encourages a student’s attendance in school every day of the school year.

**Twinsburg City School District  
Dodge Intermediate School**

**Student/Personal Vacation Form**

Student's Name \_\_\_\_\_

Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Reason for absence \_\_\_\_\_

First Day of Absence \_\_\_\_\_ Return to school date \_\_\_\_\_

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

Teacher's signature \_\_\_\_\_

Principal's signature \_\_\_\_\_

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**WITHDRAWAL FORM**

Student Name \_\_\_\_\_

Date withdrawn from the Twinsburg City School District \_\_\_\_\_  
(Last day of school attendance)

Expected date to re-enroll \_\_\_\_\_

Parent signature \_\_\_\_\_

Principal signature \_\_\_\_\_