



# Danbury Local Schools

9451 East Harbor Road  
Lakeside-Marblehead, OH 43440  
[www.danbury.k12.oh.us](http://www.danbury.k12.oh.us)

**DISTRICT OFFICE**

419-798-5185  
FAX 419-798-2260

**ELEMENTARY**

419-798-4081  
FAX 419-798-2261

**MIDDLE SCHOOL**

419-798-2258  
FAX 419-798-2259

**HIGH SCHOOL**

419-798-4037  
FAX 419-798-2262

## VACATION / FAMILY DAYS – REGULATIONS

1. Any days that exceed four (4) may be counted as unexcused. Additional days may be granted at the principal's discretion.
2. Unexcused days will mean loss of grades and zeros assigned.
3. Requests should be made at least two weeks in advance (otherwise absences may be unexcused).
4. Vacation/family days require an appropriate educational plan approved by the principal. Students should also make arrangements with teachers for schoolwork to be missed. (This may weigh in favor of the student in the event of a loss-of-credit appeal provided there are no other attendance problems.)
5. All approved or unapproved days count as absences in accordance with the attendance policy. Students will lose semester credit at 10 days.
6. Vacation days will not be approved during weeks of state mandated tests and semester exams.

Students (s) \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Grade \_\_\_\_\_

Parent's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

School Absence Dates Requested \_\_\_\_\_

Parent Signature \_\_\_\_\_

Vacation / family day plans: (Detail educational value.)

Plan is approved / disapproved

\_\_\_\_\_  
Principal

Vacation Leave – Teacher Notification

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

Dates of Vacation \_\_\_\_\_ to \_\_\_\_\_

Current Semester Attendance: \_\_\_\_\_ absences \_\_\_\_\_ tardy to school (Completed by HS Office)

The student must complete the remainder of this form by getting assignments from the classroom teacher.

<b>PERIOD</b>	<b>CLASS</b>	<b>TEACHER INITIALS</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		

Students are encouraged to complete all assignments **BEFORE** going on vacation.