Rossford Schools

Request for Student Personal Convenience Absence

Regular school attendance is essential to student learning and academic success. Rossford Exempted Village Schools strongly recommends that vacations, trips, and other activities scheduled for personal convenience occur outside of the school year whenever possible. When an absence for personal convenience must occur during the school year, this form must be completed by the parent/guardian and submitted to the school office at least one week prior to the anticipated absence.

Personal convenience absences are recorded as authorized, unexcused absences and remain part of the student's attendance record. These absences count toward chronic absenteeism, which Ohio law defines as missing at least 10% of required instructional hours, and may also count toward habitual truancy thresholds. Families should consider a student's overall attendance before requesting additional time away from school. Submission of this form provides advance notice but does not change the absence to excused or exempt the missed hours from attendance requirements.

Student Information

Student Name: _____ Grade: _____ School: _____

Parent/Guardian: _____ Phone: _____

Email: _____ Total School Days Missed: _____

First Day of Absence: _____ Date Returning: _____

Please briefly describe the nature of the absence and why it must occur during the school year:

_____

_____

Make-Up Work

Students may make up assignments, assessments, and other required work missed during a personal convenience absence. Teachers may, but are not required to, provide assignments in advance of the absence. For absences of fewer than five (5) days, students will have an equivalent number of school days upon their return to complete make-up work. For absences of five (5) days or more, the building principal will establish an appropriate timeframe for completion of missed work. The absence itself will not negatively affect a student's grade, provided all required make-up work is completed within the established timeframe.

Parent/Guardian Acknowledgement

By signing below, I acknowledge that I have reviewed the information above and understand that: (1) this absence will be recorded as an authorized, unexcused absence; (2) the hours missed will remain part of my child's attendance record and may contribute toward chronic absenteeism and/or habitual truancy thresholds under Ohio law; (3) repeated or extended absences may result in attendance notifications, interventions, supports, an attendance plan, an absence intervention team, and/or other action consistent with District policy and Ohio law; (4) my child is responsible for communicating with teachers regarding missed work and completing all required make-up work within the established timeframe.

Parent/Guardian Signature: _____ Date: _____

Student Signature_____ Date: _____

For Office Use Only

Date Received: _____ Days Requested: _____ Hours Requested: _____

Total Absence Hours to Date: _____ Prior Personal Convenience Hours (If Applicable): _____

Attendance Concerns/Interventions, if applicable: _____

Principal/Designee Signature: _____ Date: _____

The principal/designee's signature acknowledges receipt and awareness of the personal convenience absence and does not change the classification of the absence. A signed copy will be emailed to the parent/guardian upon completion.