

CUYAHOGA VALLEY CAREER CENTER PLANNED ABSENCE FORM

This form needs to be completed and turned into the attendance office one (1) week prior to your absence. A family trip or vacation would be considered a planned absence. Care should be given when planning a vacation during the school year because a student's grades may adversely be affected. This absence is also counted against the total number of days that a student can be absent to receive a certificate of completion and early placement requirements.

Student's Name _____

Reason for absence: _____

Dates of absence _____

CVCC Program _____

Instructor _____

Instructor's Signature

Parent/Guardian Signature

CVCC Administrator

Home School Administrator's Signature

