



594 POPLAR STREET | ELYRIA, OH 44035 | (440) 366-1681

St. Jude School - Vacation / Leave Request

St. Jude School encourages vacations to be scheduled outside of the assigned school days. Parents must submit this vacation request for principal approval before their departure. The request form must be submitted to the office at least **five** days before leaving on vacation. This form can be found on our website or in the main office.

Vacation requests will be considered excused absences as long as the completed request form is turned in before leaving and the school time missed during the absence does not exceed 65 hours (10 days) per year. Any school time missed that exceeds the allotted 65 hours per year will be considered unexcused, even if a form was properly turned in.

Per the Absent Work Policy in the 2025-2026 Family Handbook, St. Jude School **does not** provide work in advance. Parents/guardians and students are encouraged to check Parent PlusPortals and Google Classroom (if applicable) for any work missed. The remainder of the work will be given to the student upon returning to school and the student will have the same number of days missed to make the work up.

Print Student Name: _____ Grade: _____

Print Parent Name: _____ Today's Date: _____

Vacation/Leave Dates: _____

Reason for Absence/Destination:

We understand the conditions of the approved vacation/leave. We take responsibility for making arrangements with classroom teachers for make-up work.

Parent Signature _____ Student Signature (Grades 6-8) _____

Request: Approved Unapproved:

Principal Signature

Date