



**Fort Hayes Metropolitan Education Center
Fort Hayes Career Center**

546 Jack Gibbs Boulevard
Columbus, Ohio 43215
Phone 614-365-6681
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www.columbus.k12.oh.us

Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

ACTIVITY EXCUSE LETTER

Ft. Hayes Career Center understands the desire of students to participate in home school activities. Students attend Ft. Hayes Career Center for the equivalent of three (3) periods each day, with the majority of time being lab related. Unfortunately, the lab time cannot be made up. Due to industry standards, many of the programs have class hour requirements for certifications. Therefore, we need to limit the number of excused home school activities to five (5) per year. Approval is based on the student's overall program success and attendance record.

Please complete the following information with required signatures and **return** it at least **two days prior to the activity** to the career center attendance office.

Student Name _____

High School _____

Activity _____

Date of Activity _____

Time student is needed at home school _____

APPROVED BY:

Parent's Signature _____

High School Administrator's Signature _____ Phone _____

Vocational Teacher's Signature _____

Career Center Administrator's Signature _____