



# DALAT INTERNATIONAL SCHOOL

## STUDENT LEAVE OF ABSENCE FORM

- Sponsored (ex. Choir Trip, Forensics, etc)
- Non-School Sponsored (Family Vacation, Visa Trip)

Name of Student: \_\_\_\_\_ Phone No: \_\_\_\_\_

Dates of requested absence: From \_\_\_\_\_ to \_\_\_\_\_

Reason for absence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Fill out by principal

- Request by letter dated \_\_\_\_\_  Request by phone on \_\_\_\_\_
- Verbal request on \_\_\_\_\_

### Please read statement below before signing

A student in grades 9-12 will have his/her semester grade reduced by one letter grade for absences in excess of 9 days per semester in each class. Additional letter grade reductions will occur upon the 13th and 16th absence. Parents will be notified after the 7th absence. School sponsored activities, field trips, endorsed absences. This period of absence may count toward the 9 days per semester limit of student absences allowed.

Student's Signature: \_\_\_\_\_ Parent/Guardian's Signature: \_\_\_\_\_

**TEACHERS:** The above named student has requested a leave of absence. Please list assignments that will be due during the dates missed.

Period	Class	Assignments	Teacher's Signature	Due Date
A				
B				
C				
D				
E				
F				
G				
H				
P				