

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

Name of Student: _____ Phone: _____

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

If a student misses more than 20 days in a school year he or she may be retained. The principal and teacher will review the grades and scores of any student who misses more than 20 days. If satisfactory progress has not been made, the student will be retained.

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.

| Assignments | Due Date |
|-------------|----------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Teacher's Signature: _____