

**Non-School Sponsored** (Family Vacation, Visa Trip)

**School Sponsored**

Name of Student: \_\_\_\_\_

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

Number of school days to be missed: \_\_\_\_\_

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

\_\_\_\_\_

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

***Please read statement below before signing***

**1st – 8th absence per semester**

Work missed may be made up if permission for the absence is given by a parent. Make-up work must be completed within the allotted time given.

**9th – 14th absence per semester**

The student's final semester grade will be dropped one full letter grade.

**15+ absences per semester**

The student may be retained.

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

**STUDENTS:** It is your responsibility to write all assignments in your agenda, to complete them, and to submit them by the date requested. It is also your responsibility to have this form completely filled out and to return it to the school office.

**TEACHERS:** The above named student has requested a leave of absence. Please have the students write all assignments in their agendas, then initial this form. Make sure you are clear about when the assignments are due.

Period	Class	Teacher's Signature
A		
B		
C		
D		
E		
F	LUNCH	*****
G		
H		