

- 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: \_\_\_\_\_