



Extended Absence Form

Realizing that the need for extended absences occurs during the school year, we ask that you fill out the following information when requesting to take a leave of absence. Upon completion, it will need to be signed by the campus principal. Please fill out a sheet each time a student will be gone for two days or longer.

Parent's Name

Child's Name, Grade

Teacher

Child's Name, Grade

Teacher

Child's Name, Grade

Teacher

Dates of Leave when child or children will be absent from school:

Reason for Request:

The following guidelines will aid you in planning your child's studies:

- Work missed by the student will be completed upon return. Two days of assignments may be received prior to the absence. Tests will be given on a make-up basis.
- The student/parent will be responsible for obtaining all make-up work from the classroom teacher upon the student's return to school.

Parent Signature

Principal Signature

A Note from the Principal:
