Student Personal Leave Notification Form

<u>Parents:</u> Remember that the very best situation for you, your student, teachers, and staff is for your child to be present each school day. There is no way to fully compensate for an absence from class and instructional time. Please make every effort to schedule your absences including family vacation time in consideration of the school calendar. If you find it impossible to schedule such times when school is not in session, we ask that you complete this form <u>one week prior</u> to the planned absence and submit it for the principal's signature. His signature does NOT indicate approval but acknowledgment of said absence.

<u>Assignments:</u> Students are responsible to complete all assignments missed during the absence within the timeframe indicated. Failure to complete assignments/tests within the specified time will result in reduced credit for the work.

<u>Make-up Tests:</u> Tests missed during the absence will normally be made up after 3:00 p.m. on the day of the student's return to school, unless the teacher indicates otherwise.

STUDENT _____ Grade: _____

Date(s) of Absence: _____

Reason: _____

Parent's Signature: _____

Administrator's Signature**:** _____

Administrator Comments: _____

Teacher	Subject	Assignment(s)/Comments	Due Date