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, this form should be completed <u>one week prior</u> to the planned absence. Four steps to take: 1) Parent should complete top of form and sign; 2) Principal should sign; 3) Student must show signed form to Mrs. Lowder (in the MS Office) for her to record; 4) Student should go around to individual teachers for them to complete bottom of form. Please note that the principal's signature does NOT indicate approval but rather acknowledgment of said absence.

<u>Assignments:</u> Students are responsible for completing all assignments and/or tests 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.

STUDENT	Grade:
Date(s) of Absence:	
Reason:	
Parent's Signature:	
Principal's Signature:	
Principal Comments:	

Teacher	Subject	Assignment(s)/Comments	Due Date