

Extended Leave Form

Families requesting extended leave for their child(ren), must agree to the following:

- We understand that we must complete this form at least 2 weeks prior to our leave in order for our leave to be approved.
- We understand that we must make arrangements with our child's teacher once approval from the Principal is granted. Note: teachers are required to only give an overview of work covered for leave that exceeds 5 days.
- We understand that all missed work and tests must be made up within 2 weeks of our return.
 - A special test may be administered at the school's discretion, to assess the student's level.
- We understand that all tuition and fees are due during the time missed.
- We understand that our child(ren)'s grades may suffer because of this absence.
- We understand that our child may be retained (repeat the grade) if they have not satisfied all conditions for promotion.

Name of Child: _____ Grade: _____

Name of Child: _____ Grade: _____

Name of Child: _____ Grade: _____

Name of Child: _____ Grade: _____

Dates of Requested Leave: _____ until _____

Reason (Required):

Parent (Print): _____

Parent (Signature): _____ Date: _____

Failure to agree to the above may lead to retention of the student and/or dismissal from the school.

Office Use Only:

Date Received: _____ Received by: _____

Approved _____ Denied _____ Principal's Signature: _____

Comments:

Fill out form and submit to Principal for approval; once approved, go to teachers for student work.