



Family Leave Form

Student's Name _____

Grade: _____

Date(s) of Absences: _____

Reason for Absence: _____

Homeroom Teacher Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Family Leave Policy:

Any type of vacation which will cause a child to be absent from school is discouraged.

If a parent/guardian wishes to take a student on a family vacation during the school year, this request must be signed by the homeroom teacher, and then submitted to the office at least one week in advance of the absence. It is highly recommended that parents/guardians accompany students to complete this form and acquire schoolwork.

Please give teachers adequate notice and plan accordingly. If possible, earlier notification is encouraged.

Work is due the date of return. Plan ahead to avoid late penalties.

Avoid plans that anticipate work being done while on vacation. This is stressful for students and detracts from the quality of the time taken.

A maximum of 5 school days can be taken for family leave annually, and considered excused absences. Check with the homeroom teacher to verify the family leave days remaining that can be classified as excused.

Office Use Only

Date Received: _____