

Student Leave Request

Family vacations during the school year are discouraged, as they interrupt the educational process. The annual school calendar is provided well in advance to allow for appropriate advance planning.

The student bears the responsibility for all missed work. If school work is supplied ahead of time, the work is due upon the student's return to school. If extra help or make-up tests are needed from the classroom teacher, a tutoring or proctoring fee may be assessed, beginning at \$25.00.

Student _____	Grade _____
Teacher _____	Date of Request ____/____/____
Dates of requested leave: ____/____/____ to ____/____/____	
Reason for the request: <input type="checkbox"/> Death in the family <input type="checkbox"/> Medical <input type="checkbox"/> Other _____	
Parent Signature _____	Date ____/____/____
Grammar/Homeroom Teacher Signature <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved _____	Date ____/____/____
Headmaster/Academic Dean Signature <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved _____	Date ____/____/____