



PERSONAL LEAVE FORM

The Personal Leave form enables teachers to inform parents of the school work that their student will miss during their absence.

Absences will be deemed excused, but in all cases the work missed must be made up.

Parents who make travel arrangements prior to receiving a list of the work to be made up from the school assume all risks for their decisions.

Personal Leave forms must be submitted to the office at least **seven (7) days prior** to the absence.

Please complete the form and turn into the office:

- 1) **Parent:** Fill out front and back of the form, including Parent's signed signature
- 2) **Parent:** Submit form to office / attendance 7 days prior to absence.
- 3) **Office:** Will give form to the student
- 4) **Student:** Give form to the teachers and have them fill out their sections on the back.
Note: It is the student's responsibility to collect the form from each teacher and to pass it on to the next teacher.
- 5) **Parent/Student:** Review assigned make-up work and ensure assignments are completed and turned in by due date.
- 6) Maximum of 3 Personal Leave days may be taken per school year.

Date of Notice: _____

Student Name: _____ Grade: _____

Reason for Absence: _____

Dates of Absence: _____ Date Returning to School _____

of Personal Days _____

Parent's Signature: _____

Parent's Cell #: _____

Received by Office:

Approved: _____ Date Received: _____

Teachers:

Please fill out form as soon as possible and return it to the student to circulate to all of their teachers in a timely way.

Parents / Students:

Review assigned make-up work and ensure assignments are completed and turned in by the due date.

Student Name: _____

Dates of Absence: _____

Date	Period	Class	Teacher Signature	Make-Up Work	Due Date for Work
	1				
	2				
	3				
	4				
	5				
	6				
	7				

Notes: