



Lower School Notification of Leave of Absence
(Required for Absences of any length due to Family Events, Trips or Vacations)

I am requesting a leave of absence for my child/ren:

Name _____ Grade/Section _____

Name: _____ Grade/Section _____

Name: _____ Grade/Section _____

for the following time period:

from _____ through _____;

returning to school on _____.

for the purpose of *(please state reason for leave of absence and your destination if traveling)*

In accordance with Villa Academy’s policy on attendance, the school cannot be held responsible for the student’s performance that may result from an absence nor for information that may be missed. Special arrangements and tests may be made up at the discretion of the teacher.

This notification for a leave of absence **must be signed by the Lower School Director and submitted to the Main Office at least two weeks prior to the anticipated absence.** Failure to comply with this policy will result in an unexcused absence. Given this circumstance, the school is not obligated to provide the student with any of the assignments, tests, etc., that may be missed during the absence.

Parent Signature _____ Date _____ Lower School Director Signature _____ Date _____

Teacher’s Signature Required _____ Date _____

Comments/What you will be missing: _____

Teacher’s Signature Required _____ Date _____

Comments/What you will be missing: _____

Cc: Student File
Teacher
Section Director