



**Grades 6-8 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 *(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 Middle School Director and submitted to the Main Office at least two weeks prior to the anticipated absence. Each or your child’s teachers must sign on the reverse side of this form.** 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 \_\_\_\_\_ Middle School Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Director’s Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Cc: Student File  
Teacher  
Section Director

Each of your child's teachers must sign below to acknowledge notification of absence. Please initiate this form in plenty of time for your student to acquire the necessary signatures and assignments.

Art Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments/What you will be missing: \_\_\_\_\_  
\_\_\_\_\_

PE Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments/What you will be missing: \_\_\_\_\_  
\_\_\_\_\_

Music Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments/What you will be missing: \_\_\_\_\_  
\_\_\_\_\_

Drama Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments/What you will be missing: \_\_\_\_\_  
\_\_\_\_\_

English Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments/What you will be missing: \_\_\_\_\_  
\_\_\_\_\_

Social Studies Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments/What you will be missing: \_\_\_\_\_  
\_\_\_\_\_

Math Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments/What you will be missing: \_\_\_\_\_  
\_\_\_\_\_

Science Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments/What you will be missing: \_\_\_\_\_  
\_\_\_\_\_

Foreign Language Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments/What you will be missing: \_\_\_\_\_  
\_\_\_\_\_

Religion Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments/What you will be missing: \_\_\_\_\_  
\_\_\_\_\_