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Grades 6-8 Notification of Leave of Absence

(Required for absences of any length due to family events, trips or vacations.)

Villa Academy strongly discourages families from extending vacations or from missing school days for additional vacation time. When families choose to do so, however, assignments are due before the student leaves school. If the type of assignment makes that impossible, as determined by the teacher, the assignment is due on the day the student returns to school.

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

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 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 arrangement and tests may be provided at the discretion of the teacher(s).

This notification for a leave of absence **must be signed by the Middle School Director and submitted by the student to the Main Office at least two weeks prior to the anticipated absence. Each of 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

MS Director signature

date

MS Director’s comments: _____

Please see reverse side of this form.

Each of your teachers must sign below to acknowledge notification of your absence and a conversation about your assignments. Please initiate this form in plenty of time for you to talk with each of your teachers.

TEACHER NOTIFIED (Please Initial)	DATE	MATERIALS FOR THIS CLASS GATHERED	CHECKED PS FOR THIS SUBJECT BEFORE LEAVING	TEACHER COMMENTS
ART				
MUSIC				
DRAMA				
PE				
FOREIGN LANGUAGE				
ENGLISH				
SOCIAL STUDIES				
MATH				
SCIENCE				
RELIGION				

Be sure to complete both sides of this form and return it to the Main Office before you leave school. Thank you.