

Grades 6-8 Notification of Leave of Absence

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

ONE FORM PER CHILD PLEASE

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 missed are due on the day of the student's return.**

I am requesting a leave of absence for my child:

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/mode of transportation, if traveling):

Parents/guardians and family members of Villa Academy, along with faculty/staff and students, are expected to follow [Washington state](#) and [Villa Academy](#) guidelines regarding out of state travel. Any person returning to Washington state is asked to self-quarantine for 7 or 14 days and follow all COVID safety protocols while out of state, including limiting the size of any group gathering.

Faculty/staff and students who choose a 7 day quarantine must submit documentation of a negative COVID-PCR test taken no sooner than 3-5 days after returning to the state and must be COVID symptom free. Travelers can return to school on Day 8 or 15 following quarantine and prior submission of negative test results.

Additionally, those who do travel outside of the state should follow all safety precautions:

- Limit close contact to a small group of people and avoid large crowds.
- Maintain a distance of six feet or more from people outside your household.
- Wear a mask or face covering in public.
- Watch for symptoms and take your temperature once or twice a day. Do not go out if you have symptoms.
- Keep a record of the places you go with times and dates. If you get sick, this information is crucial for tracking efforts.

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. **Teachers will not provide special tutoring to catch up students on missed schoolwork.** Special arrangement for missed tests may be provided at the discretion of the teacher(s).

This notification for a leave of absence **submitted by the family or student to the Main Office at least ONE WEEK prior to the anticipated absence.** Please copy your child's advisor, teachers and the Middle School Director when you submit the completed form to the Main Office at villa-office@thevilla.org. 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. Students who miss school for a non-illness related reason and do not complete a "Leave of Absence" form within the specified timeline will be expected to submit any assignments at the time they are due for the rest of their classmates, even if they are away/on vacation.

Parent signature

date

MS Director signature

date

MS Director's comments: _____

cc: Student file