

## **Student Leave of Absence – Non Medical**

\_\_\_\_\_ will be absent on \_\_\_\_\_  
(Name) (Date)

\_\_\_\_\_ for the purpose of \_\_\_\_\_

This student recognizes and accepts responsibility for any missed assignments/projects.

The student will consult with the teacher and get assignments/materials, etc. plus their due date, prior to the leave of absence. The student will get the second part of the leave of absence form signed by each teacher five days prior to the absence.

Signed \_\_\_\_\_ (student) \_\_\_\_\_ (date)

\_\_\_\_\_ (parent) \_\_\_\_\_ (date)

\_\_\_\_\_ (principal) \_\_\_\_\_ (date)

**Return these forms to the office 5 days before leave of absence.**

**Student Leave of Absence** – Non Medical -- For Staff Members

\_\_\_\_\_ will be absent on \_\_\_\_\_

for the purpose of \_\_\_\_\_

He/she recognizes and accepts responsibility for any missed assignments/projects and needs to make arrangements with you in terms of assignment due-dates, etc. Please provide the necessary information below.

**1<sup>st</sup> Period** – Signed \_\_\_\_\_ Date \_\_\_\_\_  
Assignment-

**2<sup>nd</sup> Period** – Signed \_\_\_\_\_ Date \_\_\_\_\_  
Assignment-

**3<sup>rd</sup> Period** – Signed \_\_\_\_\_ Date \_\_\_\_\_  
Assignment –

**4<sup>th</sup> Period** – Signed \_\_\_\_\_ Date \_\_\_\_\_  
Assignment –

**5<sup>th</sup> Period** – Signed \_\_\_\_\_ Date \_\_\_\_\_  
Assignment –

**6<sup>th</sup> Period** – Signed \_\_\_\_\_ Date \_\_\_\_\_  
Assignment –

**7<sup>th</sup> Period** – Signed \_\_\_\_\_ Date \_\_\_\_\_  
Assignment –

**8<sup>th</sup> Period** – Signed \_\_\_\_\_ Date \_\_\_\_\_  
Assignment –

**Student Leave of Absence** – Non Medical -- For Staff Members

\_\_\_\_\_ will be absent on \_\_\_\_\_

for the purpose of \_\_\_\_\_

He/she recognizes and accepts responsibility for any missed assignments/projects and needs to make arrangements with you in terms of assignment due-dates, etc. Please provide the necessary information below.

**1<sup>st</sup> Block** – Signed \_\_\_\_\_ Date \_\_\_\_\_  
Assignment –

**2<sup>nd</sup> Block** – Signed \_\_\_\_\_ Date \_\_\_\_\_  
Assignment –

**3<sup>rd</sup> Block** – Signed \_\_\_\_\_ Date \_\_\_\_\_  
Assignment –

**4<sup>th</sup> Block** – Signed \_\_\_\_\_ Date \_\_\_\_\_  
Assignment –