

LEAVE REQUEST FOR TRAVEL OR VACATION

This request must be made at least three (3) school days in advance of departure in order that an approximate outline of materials to be covered during the period of absence can be provided by the teachers.

The faculty and administration feel that it is important to teach students the necessity of regular attendance at school, not only for success in their studies, but also for success in later life.

Conditions of Leave:

1. Trip absences are charged as excused absences and count toward the ten (10) absences allowed per semester in a class.
2. Since the decision for leaving school for a vacation rests with the student and his/her parents, the responsibility for making up all work missed lies with the student and his/her parents.
3. All basic semester assignments, such as themes, notebooks, research papers, and book reports must be handed in for credit. All major tests missed during the trip must be taken by the student upon his/her return to school.
4. Marks will not be given for or against the student for work missed, except as specified in condition #3 above. The grades will be given for work done while the student was present.
5. If important work is missed at the end of a grade period, no letter grade will be given at that time. CR denoting "credit" will be given. At the end of the next grade period when all work accomplished during school attendance will be evaluated, a letter grade will be given.

We have read the conditions of the request for leave above and agree to the terms outlined:

Student's Name _____ Grade _____

Dates of Leave: From _____ Through _____

Student's Signature _____

Parent's Signature _____

The above named student has been granted the privilege of leave contingent on the rules outlined. Please provide the student with an approximate outline of materials covered during the period of absence.

Acknowledgement of Leave:

<u>Subject</u>	<u>Teacher's Signature</u>	<u>Subject</u>	<u>Teacher's Signature</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Teachers: If you do not approve of the above trip, please indicate this on the reverse side of this form. Parents will then be contacted.

Signature of Assistant Principal