

**WESTWOOD ELEMENTARY SCHOOL  
STUDENT LEAVE FORM**

Students taking trips with their parents/guardians during the school year or any other planned absence (such as Cedar Point, Kalahari, family trips, etc.) not related to a doctor's appointment must complete a Student Leave form securing permission from the principal and the child's teacher(s) **before** the day the absence begins. If the form is not completed and approved in advance, the absence may be unexcused.

Occasionally, a student must leave due to unexpected family circumstances not covered under allowed absences. At the discretion of the principal, a leave form may be completed for this type of absence on or after the day of the absence. If not completed and approved within the allotted time frame, the absence may be unexcused.

**Remember** that failure to complete the Student Leave form and securing permission from the principal and the child's teacher(s) may result in the absence being recorded as unexcused, and no work may be made up for the time missed. Student Leave forms are available in the principal's office and online.

1. Any student who is academically at risk or whose absence is excessive will not be given approval for vacation.
2. All trips that require absences from school must be approved by the student's teacher(s) and the principal in order for the absence to be excused.
3. We ask parents to seriously consider the effect extended absences may have upon a student's school progress.
4. Parents and students assume full responsibility for making up any tests, quizzes or assignments during the period of absence.
5. The student must make an effort to obtain his or her work. The school is not obligated to permit make-up work, if proper arrangements have not been made prior to the absences.
6. Only five days per year will be excused for a vacation/leave, as long as, it does not exceed the twelve day rule and the student does not have five or more unexcused absences. Vacation and/or student leave days exceeding five per year will be unexcused. Absences missed due to a vacation/leave are counted as part of the twelve excused days per school year.

This form must be signed by the parent(s) and approved by the principal and teachers.

STUDENT'S NAME \_\_\_\_\_

1. Reason for absence \_\_\_\_\_

2. Expected dates of absence: \_\_\_\_\_

3. Signatures of classroom teachers:

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

Signature of Parent(s) \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

PRINCIPAL'S SIGNATURE