



# St. John the Baptist Catholic School

315 N. Constitution Avenue  
New Freedom, PA 17349  
717-235-3525  
www.stjnschool.org

## **PLANNED STUDENT LEAVE OF ABSENCE REQUEST**

In rare cases in which family leave may not coincide with school holidays, an excused absence will be granted if the family agrees to the conditions below and provides the requested information **prior** to departure from school.

1. We ask parents to seriously consider the effect extended absences may have upon their child's school progress.
2. Requests for a leave of absence must be made **five (5) days** prior to the departure from school. This notice will allow their teacher adequate time to gather work that will be covered while the student is absent.
3. The student who is absent for a family leave must collect all schoolwork before departure. A student must have all assignments completed upon returning to school after their absence.
4. **The approved absences will count toward the student's total number of days absent for the year; therefore, the absence will not be granted in excess of five days.**

If the above regulations are not followed, the student may be considered unexcused for the duration of their leave of absence.

### **Please complete and return to the school office:**

Student's Full Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Reason for Vacation/Absence: \_\_\_\_\_

Dates of Absence: First Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_