

# Snowy Range Academy Request for Absence Form

We wish to inform the school of the planned absence of (STUDENT NAME/S  
and GRADE/S)

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for the following school day/s \_\_\_\_\_

Reason: \_\_\_\_\_

## Family Leave

... from the Student/Parent Handbook

“Excused absences shall include approved absences for school-sponsored activities, and approved absences for illness, medical and dental appointments that cannot be held after school, family emergencies, court appearances, and pre-arranged absences as approved by the administration. A doctor’s verification may be required in cases of illness.”

Parents planning to take their children on a trip are requested to notify the principal at least two weeks prior to the trip. Trips that cause children to miss class time can be detrimental to a child’s education. It becomes the student’s responsibility to make arrangements with teachers for any missed assignments. Teachers will save the student’s work and present it to the student upon their return. The student will have one day to complete the missed work for each day missed from school.

Students who miss a test during their absence will take the test within two days of their return. In fairness to the teacher’s planning time, no exceptions will be made to this.

A copy of this form will be given to the teacher, and any assignments that are ready to give the student prior to the vacation will be enclosed. Upon return to school, the student will hand in all completed assignments to the teacher.

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(Parent)

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(Date)

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(Principal)

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(Date)