

Request for Educational Leave-Elementary

This form must be completed prior to the leave.
NOTE: Check District guidelines for trips that qualify
for educational leave.

I (we) as parents/guardians of _____ in grade _____
request educational leave for the following dates:

For the following reason (leave must have an educational component):

Parent/Guardian Signature _____ Date _____

Teachers, please complete the blanks below:

Course	Assignments

Turn in as many assignments as possible before you leave. Many activities are difficult to make up outside of class. Work with your teachers to make up anything you missed while you were gone.

REQUEST APPROVED: Administrator's Signature _____

REQUEST NOT APPROVED: Administrator's Signature _____