

**EXTON ELEMENTARY SCHOOL
REQUEST FOR STUDENT LEAVE**

(when using electronically, use the "Tab" key to move from field to field – do not use the "Enter" key)

Date of Request: _____

Student Name(s):

Teacher Name(s):

Date(s) of Absence: _____

Reason for Absence: _____

Parent/Guardian Signature: _____

Please be advised that West Chester Area School District Policy JB-Attendance allows up to a maximum of five (5) school days missed for family leave, pre-approved by the Principal, during the school year. **School days missed in excess of the five days may be excused with Parent Notes if available.** The Principal will take into account the student's academic standing and attendance record prior to granting permission for time away.

Please be aware that the nature of the elementary classroom program is very dependent upon what happens during each day of instruction. Assignments and homework generally extend each day's lesson or are in preparation for the next day of classroom work. For this reason, teachers cannot create assignments in advance and provide you with work to take with you in every instance. Work and classroom instruction missed during this absence may not be able to be made up. Whenever possible, assignments that are missed will be given to the student upon return.

Your request for an excused absence from school for the dates listed below is approved.

Date(s) of Absence: _____

Approved: _____
Dr. Terri-Lynne Alston, Principal _____
Date