



GLENOAKS CHRISTIAN ELEMENTARY & MIDDLE SCHOOL  
WOODEN SHOE PRESCHOOL

A Ministry of the First United Methodist Church of San Fernando

Student Extended Leave Form School Year 2022-23

Process for requesting extended leave

1. This form must be filled out by the parent and submitted to the principal at least **TWO weeks** before the requested leave.
2. The parent must wait for a response from the principal before making any arrangements with the teachers.
3. This form is to be used if the student will be out for **3 days** or more (however, the parents should still inform the school/teachers if the child will be out for less than 3 days).
4. See the parent-student handbook for more information on this policy & regulations.

Student Name(s): \_\_\_\_\_

Grade(s): \_\_\_\_\_

The named student(s) will take an extended leave of absence from the school beginning \_\_\_\_\_ and returning to the school on \_\_\_\_\_. I understand that it is my child(ren) responsibility to make up any class work or homework that he/she missed and that I am still responsible for the school tuition while my child(ren) are absent.

Be advised that extended leave may result in your child's grades suffering and possibly being held back.

Parent's Guardian Name (please print): \_\_\_\_\_

\_\_\_\_\_

Parent's / Guardian's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Approved/Administration signature

\_\_\_\_\_

Denied/Administration signature