

RUTHERFORD HIGH SCHOOL



REQUEST FOR LEAVE

NAME _____ GRADE _____

PLEASE READ THE FOLLOWING BEFORE COMPLETING AND SIGNING:

1. LEAVE MUST BE TURNED IN THREE (3) DAYS BEFORE THE STUDENT IS ABSENT AND APPROVED PRIOR TO THE ABSENCE.
2. THE STUDENT MUST HAVE A "C" IN ALL CLASSES DURING THE GRADING PERIOD THE LEAVE IS BEING REQUESTED.
3. THE LEAVE CANNOT BE MORE THAN A TOTAL OF FIVE (5) DAYS PER SCHOOL YEAR.
4. THE LEAVE MAY NOT BE TAKEN DURING FINAL EXAM DAYS.
5. LEAVE WILL COUNT AGAINST THE ELIGIBILITY FOR THE ATTENDANCE INCENTIVE.

TYPE OF LEAVE ✓

_____ ADMINISTRATIVE _____ FAMILY _____ RELIGIOUS

REASON FOR THE LEAVE REQUEST:

TOTAL DAYS REQUESTED _____ DATE REQUESTED _____ DATE STUDENT RETURNS TO SCHOOL _____
LEAVE BEGINS _____

PERIOD	TEACHER	SUBJECT	GRADE
1 ST			
2 ND			
3 RD			
4 TH			
5 TH			
6 TH			
7 TH			

I AGREE TO ALL OF THE TERMS SET FORTH ABOVE AND I ALSO UNDERSTAND THAT MY REQUEST FOR LEAVE MAY BE DENIED.

STUDENT'S SIGNATURE _____ PARENT'S SIGNATURE _____
DATE _____ PARENT'S PHONE _____

APPROVED _____ DENIED _____

ADMINISTRATOR'S SIGNATURE _____ DATE _____