

**Mitford School**  
**REQUEST FOR LEAVE**  
(Extended Leave of 3 or more days)

**I. SCHOOL POLICY:** It is the expectation of RVS and Mitford School that instruction, including time set aside for examination, continue to the end of the term. Leave from school **SHOULD ONLY RESULT FROM SITUATIONS OF CONSIDERABLE IMPORTANCE.** Students whose achievement in any course is not satisfactory should not contemplate leave. **It is the student and families' responsibility to ensure that all school work is completed in a timely fashion.**

**II. PROCEDURE:** The student is asked to:

1. **Complete section III**
2. **Discuss the proposed leave with each teacher. Parents and Students are responsible to check the Plone and Moodle to keep track of work assigned during the absence.**
3. **After reviewing the form with your parents, return the signed form to the office for Administration (Principal) Signature.**
4. **Student will be provided with a copy for their reference in order for them to follow the plan.**

**III. STUDENT INFORMATION:**

Name \_\_\_\_\_ Grade \_\_\_\_\_ TA \_\_\_\_\_

Reason for leave: \_\_\_\_\_

Duration of leave: From \_\_\_\_\_ to \_\_\_\_\_

**IV. TEACHER COMMENTS**

Subject \_\_\_\_\_ Teacher \_\_\_\_\_ Signature \_\_\_\_\_

Notes \_\_\_\_\_

Subject \_\_\_\_\_ Teacher \_\_\_\_\_ Signature \_\_\_\_\_

Notes \_\_\_\_\_

Subject \_\_\_\_\_ Teacher \_\_\_\_\_ Signature \_\_\_\_\_

Notes \_\_\_\_\_

Subject \_\_\_\_\_ Teacher \_\_\_\_\_ Signature \_\_\_\_\_

Notes \_\_\_\_\_

Subject \_\_\_\_\_ Teacher \_\_\_\_\_ Signature \_\_\_\_\_

Notes \_\_\_\_\_

Subject \_\_\_\_\_ Teacher \_\_\_\_\_ Signature \_\_\_\_\_

Notes \_\_\_\_\_

**V. PARENT'S DECISION:** After reviewing the information provided, the decision has been made that we **would/would not** like to proceed with this leave effective \_\_\_\_\_ (date).

Comments: \_\_\_\_\_

**VI. ADMINISTRATION:**

Comments: \_\_\_\_\_

\_\_\_\_\_  
Signature of Administration

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Signature of Student