



Genesee Academy



Phone (810) 250-7557 Fax (810)250-7556 www.gaflint.org

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/they 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/ Guardian's Name (please print): _____

Parent/ Guardian's Signature

Date

For administrative use only

Received by: _____ Date: _____

Approved by: _____ Date: _____

Teachers notified by: _____ Date: _____