

Leesylvania Elementary School

"Where Children Soar to Success"

15800 Neabsco Road • Woodbridge, VA 22191
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Margaret MacGregor, Principal
Joseph Scotto, Assistant Principal

EXTENDED LEAVE REQUEST FORM

(Three or more consecutive days)

Student Name Teacher Name

My child will be out of school starting _____ and will return _____

Do you have another student in PWCS that will be requesting leave that *does not attend Leesylvania ES*?

____ Yes ____ No If yes, Student's Name _____ School Name: _____

Reason: ____ Family Vacation ____ Family Emergency ____ Medical (please provide documentation)

____ Other (Please explain): _____

Per regulation 724-1, "Preapproved absences are discouraged and will only be granted on a case-by-case basis by the principal or his designee. We encourage family trips to be scheduled during school holidays and over summer break. Absences for family trips will not be excused unless accompanied by extraordinary circumstances. A determination of whether extraordinary circumstances exist lies in the discretion of the Principal, in collaboration with the Office of Student Services. Preapproved absences which become excessive in length may result in the absences being marked unexcused and a referral made to the attendance officer for compliance with the compulsory education laws..."

Parent Name (Print) Parent Signature Date

____ Approved Days Excused ____ Unexcused ____

____ Denied Reason: _____

Margaret MacGregor, Principal Date



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