



HAVEN PRE-APPROVED FAMILY LEAVE REQUEST

Student name: _____ Grade: _____

Number of days requested: _____ Dates: _____ to _____

The absence is necessary now, instead of when school is not in session, for the following reason(s): _____

Haven schools **do not** support students missing school for vacation purposes. Any student missing school for vacation must request leave at least **two weeks** in advance so teachers can have the appropriate work ready for each student. **Students with a 2.5 or lower GPA in core subjects are encouraged not to miss school.** You may have 5 days of Family Leave per year. **Students must make up their work either before they leave or have it ready on the day they return per teacher instructions.** If your child has a D or F in a class we would strongly suggest you **NOT** take leave. Family leave **cannot** be taken during exam days.

**I acknowledge that I have read the above statement and understand that my student must make up missed work either prior to the leave or will turn it in the day they return.*

Parent Signature: _____ Date: _____

Print name: _____ Email: _____

The student should take this form to the teachers for completion **(last period teacher will return the form to the office.)**

Courses	Teacher	Grade	Comments
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____

Family Leave is approved/disapproved. _____

Administrator's signature

FRONT OFFICE ONLY

Referrals _____ Leave _____
Absences _____ Tardies _____