

Bay District Schools

Request for Pre-Approved Family Leave

PLEASE READ THE FOLLOWING BEFORE SIGNING

The Request for Pre-Approved Family Leave must be applied for in writing at least one week prior to absence and must be approved **BEFORE** the student is to be absent. According to Bay District School Board Policy 7.104, the following criteria must be met for the leave to be approved:

1. The student must have a “C” or above in all classes during the grading period the leave is being requested.
2. The leave cannot be for more than five (5) days per school year total.
3. The leave may not be taken during exam days.
4. Family Leave days will count against the eligibility of the attendance incentive.
5. A legitimate reason must be given by the parent why the trip cannot be taken during a time when school is not in session.

Name: _____ Grade: _____

Reason for Request of Pre-Approved Family Leave

Beginning Date _____ Ending Date _____

For School Use Only:

	<u>Teacher Signature</u>	<u>Subject</u>	<u>Numerical Grade</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

Approved: _____ Disapproved: _____

Administrator's Signature _____

Date: _____