



# Family Leave Request Form

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Family Last Name: \_\_\_\_\_

Student(s): \_\_\_\_\_

Teacher(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Family Leave Date(s) Requested:

From: \_\_\_/\_\_\_/\_\_\_

To: \_\_\_/\_\_\_/\_\_\_

Reason for Request: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Today's Date: \_\_\_ / \_\_\_ / \_\_\_

**The following guidelines must be followed by students on family leave:**

- See teacher(s) in advance of departure concerning homework and class work.
- **Homework, class work, and tests must be completed and/or turned in the day your student returns to school.**
- Approved family leave days are considered excused absences, but are counted in the absence policy.

**Approval – Bridgeway Personnel**

Approved by: \_\_\_\_\_

(Please print name here.)

Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_