



# Short Term Leave of Absence Notification

**St. Mary's School**  
1865

*This form is required for absences of three or more days.* In accordance with St. Mary's School policy on attendance, the school cannot be held responsible for the student's performance that may result from an absence nor for the information that may be missed. Please refer to page 23 of the Student Handbook for additional information on Short Term Leave of Absence.

I am requesting a leave of absence for my child \_\_\_\_\_

\_\_\_\_\_

for the following period of time, from \_\_\_\_\_ to \_\_\_\_\_, for the purpose of (state reason for leave of absence) \_\_\_\_\_

\_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Students must obtain all signatures prior to submitting this form to Mrs. Spillane **two weeks** before leaving school.*

Teachers' Signatures:

Advisor	
A	E
B	F
C	G
D	H

Upper School Head (Mr. Meyer) \_\_\_\_\_ Date \_\_\_\_\_

Middle School Head (Mr. Johnson) \_\_\_\_\_ Date \_\_\_\_\_

Registrar (Mrs. Anderson) \_\_\_\_\_ Date \_\_\_\_\_

Attendance Clerk (Mrs. Spillane) \_\_\_\_\_ Date \_\_\_\_\_