



Revised: April 10, 2026

Adopted: January 10, 2022

547: STUDENT LEAVE OF ABSENCE

I. PURPOSE

The purpose of this policy is to define the actions of DaVinci Academy in the case of students taking a “long-term leave” from the school which under Minnesota state statutes constitutes an un-enrollment from DaVinci Academy, and the process for those students to be re-enrolled at DaVinci Academy. This policy is to support families in situations such as health (not covered under medical leave), pandemic, educational sabbatical, or a short-term relocation for work.

II. GENERAL STATEMENT OF POLICY

Requests must be submitted at least 30 days prior to the start of the semester. Any requests submitted beyond that time frame would extend to the following semester. The leave of absence must be a minimum length of a semester (see current academic calendar for semester beginning and end dates). Families who request long-term leave and follow the process laid out in this policy may re-enroll their child without going through the application and enrollment process and the child will be placed at the top of the waiting list and immediately enrolled upon returning to DaVinci Academy. DaVinci Academy assumes no responsibility for providing work or materials for the student while the student is on long-term leave from DaVinci Academy.

III. PROCESS FOR REQUEST AND RE-ENROLLMENT PROCEDURES

All students are unenrolled from DaVinci Academy after not attending school for fifteen consecutive days. To qualify for re-enrollment eligibility, parents or guardians must request long-term leave from DaVinci Academy’s Executive Director in writing at least 30 days before the start of the long-term leave when practicable, giving the beginning and end dates of the student’s leave from DaVinci Academy as well as the reason and documentation for the long-term leave.

In order to request a Leave of Absence, the student’s parent/guardian should meet with the Executive Director to discuss the proposed Leave of Absence. Subsequent to this meeting, the student’s parent/guardian should complete and submit the Leave of Absence Form to the Executive Director. The Executive Director will make a recommendation to the Principal at the next scheduled administrative meeting regarding whether or not to approve the requested leave of absence. The Executive Director makes all final decisions regarding granting student Leaves of Absence. The Executive Director and administration team may at its sole discretion decide to approve or not to approve a request for a student Leave of Absence.



The process for a student returning to DaVinci Academy at the end of the Leave of Absence is as follows: The parents/guardians of the student are to contact the Executive Director 6 weeks prior to the student's expected return from the leave of absence to discuss the student's return to school and allow sufficient time for evaluation and grade placement. The Executive Director, in collaboration with appropriate teaching staff and principal, will evaluate the student's academic performance for the period of the leave and prepare a recommendation regarding recommended grade placement. The Executive Director and administration team make all decisions regarding grade placement following a leave of absence.

The Executive Director shall have the opportunity to review a number of factors in determining whether to approve a leave of absence request. The factors may include, but not limited to, the following:

- The number of requests submitted that school year;
- The current class sizes based on current enrollment and anticipated enrollment;
- The nature of and reason for request of leave of absence;
- The timeline and dates of the proposed leave of absence;
- The student's grade level; and
- DaVinci's ability to fill the enrollment spot through the waitlist.

IV. OPEN ENROLLMENT SPOTS

When a student is un-enrolled at DaVinci Academy for any reason, their spot will be offered to the next student on DaVinci Academy's waiting list. This may result in the over-enrollment of a class or grade when the student on long-term leave returns. No further offers of enrollment will be made until that class or grade is under-enrolled unless otherwise directed by the Executive Director.

Legal References: *Minnesota Statutes, section 124E.11 (Admission Requirements and Enrollment)*
Minnesota Statutes, section 124D.68 (Graduation Incentives Program)
Minnesota Statutes, section 124D.02 (School Board Powers; Enrollment)