



STUDENT LEAVE OF ABSENCE REQUEST FORM

This form must be used by any DaVinci Academy family requesting a student leave of absence, per Policy 547. All requests must be submitted to the Executive Director for review. If leave of absence is approved, details regarding the responsibilities of the family are outlined in Policy 547.

Your family is responsible for reading and understanding all elements spelled out in Policy 547. Failure to do so may result in your child(ren) not being able to attend DaVinci Academy upon your return, or grade/class placement other than you intended.

1) For whom are you requesting a leave of absence?

Student #1 Name

Grade (current year)

Student #2 Name

Grade (current year)

Student #3 Name

Grade (current year)

Student #4 Name

Grade (current year)

2) Who is making this request?

Parent Name

Today's Date

3) What are the dates of the requested leave?

Last day in attendance at DaVinci Academy before leave

First date of attendance at DaVinci Academy after leave



4) What is the purpose for this student leave of absence request?

5) Other information that would assist in considering this request:

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 are 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 Academy's ability to fill the enrollment spot through the waitlist.

Please Note: A leave of absence educational/academic plan for each student must accompany this request in order for it to be considered.