ABERDEEN HALL
PREPARATORY SCHOOL

Teaching Excellence | Inspiring Futures | Shaping Character

LEAVE OF ABSENCE FORM for Kindergarten to Grade 12

During the school year, students and their parents/legal guardians may at times request permission to leave school for a period of time. These requests are required at least 10 school days in advance of any potential absence. Please note:

1. Students/families who face significant extenuating circumstances due to acute personal, medical or family crisis should inquire with their division leader about being provided with a school supported leave.
2. Absences at any time during the school year jeopardize a student's opportunity for success. These absences can also impact the social and academic environment in the school.
3. The school year is designed to provide timely breaks from instruction and family activities should be planned with these breaks in mind.
4. Teachers are not obligated to provide course work, assignments and assessments, and customized learning programs for students who are away from school.
5. Students are expected to check with their teachers so that they will know what course content is to be covered and what important assignments, tests and assessments will be missed.
6. By signing off on this form regarding leave, the school is acknowledging the student's absence from school and the reasons for the absence. The school is not condoning or giving permission to be absent.
7. All final exams are to be written on the date that they are scheduled. Students who miss scheduled tests or presentations must make arrangements to complete these assessments during regularly scheduled make-up time.

Student First and Last Name	
Homeroom Teacher	
Grade	
Dates	From _____ Return To Campus _____
Reason for requested leave of absence	

We understand that students are enrolled for the entire year with the parents and guardians responsible for the payment of the full tuition fees. No portion of fees will be refunded and all unpaid balances are due immediately in the event of the student's withdrawal or dismissal from the school . **We understand the Ministry requires that students must attend a minimum of 105 days between July 1 and May 15 to qualify for the provincial grant ($4,052) annually), those who do not qualify will be required to pay the difference.**

Parent/Guardian Name	Signature	Date
Principal Name	Signature	Date
Director of Finance Name	Signature	Date