ABERDEEN HALL
PREPARATORY SCHOOL

Teaching Excellence | Inspiring Futures | Shaping Character

LEAVE OF ABSENCE FORM for Preschool

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. 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.

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 .

Parent/Guardian Name	Signature	Date
Principal Name	Signature	Date