

# J.W. Alvey Elementary School

5300 Waverly Farm Drive • Haymarket, VA 20169  
571-261-2556 • FAX 571-261-2557 • [alveyes.pwcs.edu](http://alveyes.pwcs.edu)  
*Elizabeth Johnson, Principal*

## Extended Leave Request Form (three or more consecutive days)

Student(s) Names

Teacher Name

---

---

---

---

---

---

---

---

Dates my child(ren) will be out of school \_\_\_\_\_ to \_\_\_\_\_.

Please explain the reason for the absences:

---

---

---

---

Parent Name \_\_\_\_\_ Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Per Regulation 724-1:" Preapproved absences are discouraged and will only be granted on a case-by-case basis by the principal or his/her designee. We encourage family trips to be scheduled during school holidays and over summer break. Absences for family trips will not be excused unless accompanied by extraordinary circumstances. A determination of whether extraordinary circumstances exist lies in the discretion of the principal, in collaboration with the Office of Student Services. Preapproved absences which become excessive in length may result in the absences being marked unexcused and a referral made to the attendance officer for compliance with the compulsory education laws. Preapproved absences that are extended by the student/parent/guardian beyond 15 consecutive school days will result in the withdrawal of the student from school in accordance with Virginia Department of Education regulation. In order for any preapproved absences to be classified as excused, the principal will consider the following:

The principal/designee must be notified in writing of the request for preapproval, of the reason for the absence, and the duration of the absence within a reasonable time prior to the absence; Grades; and Attendance records.

# of days excused (allowable is 5) \_\_\_\_\_

# of days unexcused \_\_\_\_\_

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

