

# Leave of Absence Request

## For Student Exchange Programs and Other Extended Leaves

### Student Information:

Student's Last Name	First Name	Middle	Student ID Number
Current School	Program		Grade
My leave will be from _____		to _____	
Date Leave Begins		Date Leave Ends	
<p>Upon completion of the stay, I plan to return to my prior school of attendance for grade _____ on (date) _____ .</p>			

### Parent Information:

I have read the guidelines and instructions on the back of this form. I understand them and agree to the terms.	
Print Name of Parent/Guardian	
Signature of Parent/Guardian	Date
<p><b>Mail Completed form to:</b> Seattle Public Schools District #1          Enrollment Services, MS 11-161          P.O. Box 34165          Seattle, Washington 98124-1165</p>	

### Enrollment Services/Bilingual Family Center Office Use Only:

Reviewed by (staff name): _____	
<input type="checkbox"/> Student will return in the Fall	<input type="checkbox"/> Student will return during the school year
Return Date: _____	<input type="checkbox"/> Assignment Comment Entered
<input type="checkbox"/> Approved for _____	<input type="checkbox"/> Not Approved _____
School/Program	Reason
<input type="checkbox"/> Provided a copy to AL to ensure eligibility if student is in Spectrum or APP program. <input type="checkbox"/> Sent a copy to school of origin. <input type="checkbox"/> Mailed original form to parent.	

## **Guidelines for Leave of Absence Requests**

### **Who is eligible?**

Any resident student who is taking a planned leave of absence for *more than 20 school days* and plans to return to his/her school of origin *within one calendar year (365 days)* is eligible. This includes students participating in International Student Exchange programs, accompanying their parents on sabbatical, relocating temporarily with their families, etc.

### **Do I need to provide documentation of why the student is going to be on leave?**

No. No documents are required other than a completed *Leave of Absence Request (LAR)* form which must be approved before the leave begins. Parents/Guardians are responsible for ensuring their student is enrolled in a school program while they are on the leave of absence.

### **What are the conditions for returning to the same school at the end of a leave?**

To return to the same school, the request must be for the school that the student was attending when the leave was requested. Prior attendance at the school requested must have been for a minimum of twenty school days. Requests cannot be made for a school the student has never attended even if the student received an assignment for the school. If the student is on leave during eighth grade and returns in the fall for ninth grade, the student must apply as a new student. A student who is gone for fifth grade and returns in the fall for sixth grade would qualify only if the school of origin is a K-8 program.

### **Instructions for the Leave of Absence Request Form**

#### **Prior to a student's departure:**

- Inform the secretary or registrar at your student's school of your plans.
- Complete this LAR form and mail it or take it in to the Enrollment Services Office (ES) or the Bilingual Family Center (BFC).
- The completed original of this form with the approval of ES or BFC staff will be mailed/given back to you. Save this approved form; you will need to present it with your school application form when you apply for the student to return.

#### **Prior to a student's return:**

Submit this pre-approved form and all required application materials to Enrollment Services or Bilingual Family Center for assignment. Student will be assigned to his/her prior school of attendance (school of origin) so long as there is capacity within the school, grade, and/or program when the student returns.

- **To return at the beginning of a school year:** If the return is planned for the next school year (first semester), submit an application with a copy of the LAR attached. This may be done by fax, mail, or e-mail.
- **To return during the school year:** The student may be assigned up to 20 school days in advance of the effective start date.