Seneca East Local Schools
Student Leave Request Form

Please submit a separate form for each child.

This form should be completed **in advance of the absence** and submitted to the classroom teacher.

Reason for Leave

_____ ***Family Vacation*** *

_____ ***Hunting****

_____ ***Farm Day***

_____ ***College Visit***

_____ ***Other Parent-Approved Activity*** *

_____ ***Medical/Surgery*** *— Medical documentation required*

** - May be designated as a Tiger Day. See Tiger Day information below.*

Tiger Days

Each student is provided **ten (10) Tiger Days per school year**. Tiger Days may be used for parent-approved absences that do not otherwise meet the Board's definition of an excused absence. Tiger Days are coded as **EXCUSED** for attendance purposes.

All hours missed still count toward the student's attendance total. Students are responsible for obtaining and completing missed work according to District procedures and student handbook.

Medical Leave

Medical absences requiring multiple consecutive days off for surgery or medical procedures will be excused when a **medical excuse is provided upon the student's return to school.**

Student Name: _____

Date(s) of Absence: _____ to _____

Teacher Signatures

_____ _____

_____ _____

_____ _____

Parent/Guardian Signature: _____ **Date:** _____

Principal Signature: _____ **Date:** _____