

<h1>Leave Request Form</h1>		Student Name
Description of Request (continue on back if necessary) <hr/> <hr/> <hr/>		
Date to Leave Campus	Date to Return	Dean's Signature
____ / ____ / ____	____ / ____ / ____	
Time _____ am or pm	Time _____ am or pm	Transportation/Driver
Classes Missed	Teacher's Signature	Comments
1.		
2.		
3.		
4.		
5.		
6.		
7.		
Work Supervisor Signature		
Tour/Music Group Teacher Signature		
<p><i>Return Completed Form to the School Office.</i> <i>All requests must have signatures for appointments missed.</i> <i>(Classes—teacher, work—work supervisor, tour—organization leader, class commitment—class sponsor.)</i></p> <p><i>Parent's permission email must be sent to leaverequest@ozarkacademy.org in addition to this completed form for absences to be excused.</i></p>		
Office Use		
Approved	Denied	Modified
Comments <hr/> <hr/>		
Principal's Signature		
Attendance Recorded _____	Email Notification to Staff _____	Email Notification to Parent _____