SCHOOL VACATION OR EXTENDED ABSENCE
PRE APPROVAL REQUEST FORM

Doctors of Academics Learning Academy encourages families to schedule vacations during summer and designated school breaks, such as fall, winter or spring break. However, we understand that special circumstances may require students to be absent outside of these periods. In such cases, parents must notify the principal's office and the student's teacher **at least 5 days in advance** using this form. Please note extended absences may impact academic progress.

Sincerely,

Principal

Student Name: _____ Student Number: _____

Reason for Extended absence:_____

Dates student will be absent: _____

Parent Signature: _____ Date: _____

(To be completed by teachers)

Subject	**Make-up Work?**	**To be given**	**Completed by:**(Date)
Reading (ELA)	☐ YES / ☐ NO	☐ Before ☐ Daily ☐After	
Social Studies	☐ YES / ☐ NO	☐ Before ☐ Daily ☐After	
Science	☐ YES / ☐ NO	☐ Before ☐ Daily ☐After	
Math	☐ YES / ☐ NO	☐ Before ☐ Daily ☐After	
Other: _____	☐ YES / ☐ NO	☐ Before ☐ Daily ☐After	

Principal's Signature: _____ Excused or Unexcused: _____

Entered in Myschoolworx by Admin: _____