



Long Term Leave Request Form

This form must be used by any Nova family requesting Long Term Leave (beyond 15 school days, but not for medical leave), per policy 306. All requests must be submitted to the Executive Director for review. If Long Term leave is approved, details regarding the responsibilities of the the family are outlined in Policy #306.

Your family is responsible for reading and understanding all elements spelled out in Policy 306. Failure to do so may result in your child(ren) not being able to attend Nova upon your return, or grade/class placement other than you intended.

1) For whom are you requesting Long Term Leave?

Student #1 name

Grade (current year)

Student #2 name

Grade (current year)

Student #3 name

Grade (current year)

2) Who is making this request?

Parent name

Today's date

3) What are the dates of the requested leave?

Last day in attendance at Nova before leave

First date of attendance at Nova after leave

4) What is the purpose for this Long Term Leave request?

Approved **Not Approved** **Notes:**

