



# COLOGNE ACADEMY

## Long Term Leave Request Form

This form must be used by any Cologne Academy family requesting Long Term Leave (beyond 15 school days, but not for medical leave), per policy 308.

All requests must be submitted to the Executive Director for review. If Long Term leave is approved, details regarding the responsibilities of the family are outlined in Policy 308. Your family is responsible for reading and understanding all elements spelled out in Policy 308. Failure to do so may result in your child(ren) not being able to attend Cologne Academy 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 Cologne Academy before leave

\_\_\_\_\_  
First date of attendance at Cologne Academy after leave

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved  Not Approved    Notes: