

**Hayden Peak Elementary  
Education Leave Form**  
**Complete for any absence of 3 or more days**

Pre-approved education leave has been established as a valid excuse by the Board of Education. A student **may be allowed up to a maximum and cumulative of ten (10) days per school year for education leave** if prior arrangements have been made with the school for the student to make up his/her homework. Make-up work and timelines should follow each individual teacher's disclosure statement or the school's code of conduct.

**Activities, discussions, simulations and presentations take place every day and cannot be duplicated, even by after-school instruction or make-up work; therefore, grades may be adversely affected by taking a leave, even though written assignments are turned in as required.** This absence, although continued on school records, will be considered "excused." It is the student's responsibility to complete the make-up work as assigned per each individual teacher's disclosure statement or the school's code of conduct.

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Student's Name \_\_\_\_\_ Date completed form received in office \_\_\_\_\_

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Student's Teacher \_\_\_\_\_ Grade \_\_\_\_\_

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Date of Absence \_\_\_\_\_ Reason for Absence \_\_\_\_\_

**Teachers, please indicate the work to be completed, and give a due date for work to be turned in according to your classroom disclosure or the school's code of conduct.** Ask the parent and student to sign the form when work has been completed and turned in. Sign the form and send it to the principal, who will sign the form and grant credit for the educational leave. The office will then excuse the absence in Skyward.

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Please sign after the work has been completed and turned in to the teacher.

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Student's Signature \_\_\_\_\_ Parent's Signature \_\_\_\_\_

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Teacher's Signature \_\_\_\_\_ Principal's Signature \_\_\_\_\_