



**BAY HAVEN CHARTER ACADEMY**  
**Pre-approved Family Leave**

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Number of family leave days requested:** \_\_\_\_\_

Bay Haven Charter Academy **DOES NOT** support students missing school for vacation purposes. Any student missing school for vacation must request leave from teachers and administration at least two weeks in advance so teachers can have the appropriate work ready for each student. **Students with a 2.5 or lower G.P.A. in core subjects are encouraged not to miss school.** You may have 5 days of Family Leave per year. ***Students must make up their work either before they leave or have it ready on the day they return per teacher instructions.*** If your child is receiving a D or F in a class we would strongly suggest you **NOT** take leave.

**I HAVE READ THE ABOVE STATEMENT PARENT INITIALS**\_\_\_\_ **STUDENT INITIALS**\_\_\_\_\_

**Please fill out the following:**

1. I am requesting that the above student be excused from school from:

First date of absence: \_\_\_\_\_ to last date of absence \_\_\_\_\_

2. This absence is necessary now, instead of when school is not in session, for the following reason(s):

\_\_\_\_\_

**Parent email:** \_\_\_\_\_

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

3. Have the student take this form to the teachers for completion (**last period teacher will submit to the office**):

Period	Teacher Signature	Date	Grade in Course	Comments
1				
2				
3				
4				
5				
6				
7				

**Completed by Principal:**

Family Leave is approved / disapproved. \_\_\_\_\_

Principal's Signature

**FRONT OFFICE ONLY**

Referrals\_\_\_\_\_

Absence\_\_\_\_\_

Tardy\_\_\_\_\_

Leave\_\_\_\_\_