



**Request for Administrative Leave  
Loudoun Valley High School**

Administrative leave is an excused absence for 3 or more days for trips and activities that are considered enhancement and reinforcement of the student's classroom learning. Requests must be submitted at least one week prior to a student's absence.

Absence Information					
Student Name:		Student ID:		Grade:	
Beginning absent date:		End absent date:			
Reason for proposed absence:					
Parent/Guardian Information					
Parent/Guardian Name:		Email address:			
Best Contact Number:		Alternate Number:			
Parent/Guardian Signature:					

Teacher Section						
Block	Class	Teacher	Please indicate how students will access work:	Absences to date	Tardies to date	Tchr Initials
1						
2						
3						
4						
5						
6						
7						
8						

**All items need to be completed before submission to the Attendance Office for Principal review.**

**MAIN OFFICE USE ONLY**

- Approved       Not Approved

\_\_\_\_\_  
**Susan A. Ross, Principal**

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

- Copy to School Counseling