



# VILLA ACADEMY

5001 NE 50th St. Seattle, WA 98105  
office 206. 524. 8885.

**ONE FORM PER CHILD PLEASE**

## Grades 6-8 LEAVE OF ABSENCE NOTIFICATION

Villa Academy strongly discourages families from extending vacations or from missing school days for additional vacation time. When families choose to do so, however, **assignments missed are due on the day of the student's return and remote learning will not be offered.**

I am requesting a leave of absence for my child:

**NAME:**

**GRADE:**

**LEAVE OF ABSENCE** beginning:

through:

**RETURN TO WA STATE** on:

**PURPOSE** (please state the reason for leave of absence):

**MODE OF TRANSPORTATION:**  
(select one)

Private  
Public

**DESTINATION:**

Parents/guardians and family members of Villa Academy,

Along with faculty/staff and students, are expected to follow [Washington state](#) and [Villa Academy](#) guidelines regarding out-of-state travel. **Any unvaccinated person returning to Washington state utilizing public transportation is asked to self-quarantine for 7 days AND must submit documentation of a negative COVID-PCR test taken no sooner than 3-5 days after returning to the state.** COVID symptom-free travelers can return to school on Day 8 following quarantine and prior submission of negative test results.

We ask that you follow all COVID safety protocols while out-of-state, including limiting the size of any group gathering. Additionally, those who do travel outside of the state should follow all safety precautions:

- ☺ Limit close contact to a small group of people and avoid large crowds.
- ☺ Maintain a distance of six feet or more from people outside your household.
- ☺ Wear a mask or face covering in public.
- ☺ Watch for symptoms and take your temperature once or twice a day. Do not go out if you have symptoms.
- ☺ Keep a record of the places you go with times and dates. If you get sick, this information is crucial for tracking efforts.

In accordance with Villa Academy's policy on attendance, the school cannot be held responsible for the student's performance that may result from an absence nor for information that may be missed. **Teachers will not provide special tutoring or remote learning to catch up students on missed schoolwork.** Special arrangement for missed tests may be provided at the discretion of the teacher(s).

This notification for a leave of absence **must be submitted to the Main Office at least TWO WEEKS prior to the anticipated absence.** Please copy your child's advisor, teachers and the Middle School Director when you submit the completed form to the Main Office at [villa-office@thevilla.org](mailto:villa-office@thevilla.org). Failure to comply with this policy will result in an unexcused absence.

**Students who miss school for a non-illness related reason and do not complete a "Leave of Absence" form within the specified timeline will be expected to submit any assignments at the time they are due for the rest of their classmates, even if they are away/on vacation.**

**PARENT SIGNATURE:**

**DATE:**

**MS DIRECTOR SIGNATURE:**

**DATE:**

Please note **PAGE 2** to complete by student.



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Each of your teachers must sign below to acknowledge notification of your absence and a conversation about your assignments. Please initiate this form in plenty of time for you to talk with each of your teachers.

Teacher Notified (initial)	Date	Materials for this class gathered	Checked PS for subject before leaving	Teacher comments:
Advisor				
Art/Music				
PE				
Lang./VLS				
Humanities				
Religion				
Math				
Science				