



Traut Core Knowledge School  
Student Leave of Absence Policy  
Approved by the SBMC on December 6, 2001  
Amended by the SBMC on 5/1/08

**Summary:** This policy addresses requests from parents/guardians for Traut Core Knowledge Elementary School to hold a student's spot during a leave of absence. A leave of absence (or LOA) is defined as a planned or requested absence from school of longer than fifteen sequential school days and no longer than one semester, with an intent to return on or near a specified date. Because Traut Core Knowledge is a PSD school of choice with a waiting list, we must balance the need to be fair to all families with the desire to provide continuity at our school and to accommodate special circumstances that may require a leave. (See "Recommendations" for further considerations.)

1. **The Request:** Since a review and vote by the Navigation Team is needed to grant a leave, parents requesting a leave of absence should complete a Student Leave of Absence Request Form and submit it to the principal at least four weeks prior to the start of the requested leave. (For planning purposes, parents should actually submit the request four weeks prior to when a decision has to be received, if the acceptance or rejection of the request will impact their decision to take the leave.) If a family must leave on shorter notice, before the LOA is granted, they may still submit a request, either on the form, or by letter or electronic mail, within the first fifteen school days of the absence, which will be reviewed according to the policy. They will be notified regarding whether the student's spot will be held or whether it must be offered to someone on the waiting list.
2. **The Review:**
  - a. The principal will review the LOA Request Form for completeness and to see if it meets the basic criteria (i.e., longer than 15 school days and no longer than one semester, with an intent to return on or near a specified date).
  - b. The principal will give a copy of the LOA request to the student's current teacher(s) if the leave is for the current school year and/or to the grade-level team for the next grade if the leave is to occur during the coming school year. The principal will specify a deadline for responding, before the next Navigation Team meeting. The teacher(s) may submit a written recommendation to the Navigation Team concerning the requested leave.
  - c. The principal will meet with the rest of the Navigation Team (The PAB and TAB Presidents and Vice-Presidents, or their designated PAB or TAB representative) to review and respond to the request. A special meeting will be called if one is not scheduled within the four weeks, such as during summer break. Parents will be notified of the meeting time and place and they may present their request in person. The Navigation Team will then meet in closed session for discussion and a vote. Acceptance or denial of the request will be based on a majority vote by the five-member team.
3. **The Response:** The principal will notify the parents/guardians in writing of the school's decision to accept or deny the request. The parents/guardians must notify the school within one week with their intentions regarding proceeding with the leave. A copy of the request form, including the response, will be kept in the student's record.

4. **Recommendations for considering and reviewing requests:**
  - a. A student should not be enrolled in another regional school (public, charter, home, or private) while on leave of absence from TCKS.
  - b. One factor to consider when reviewing the student's intent to return is whether the family maintains legal residency within the PSD boundaries during the leave.
  - c. Whenever possible, students need to be present for the October Student Count since state funding is based on attendance during these two weeks.
  - d. In order to accommodate our waiting list, the number of families requesting a leave within a given semester, must be taken into consideration.
  - e. Parents are encouraged to review the Curriculum Map for the period of time of the absence and to make specific plans for ways to help the student keep up with the core knowledge curriculum through readings and self-study.
  - f. Teachers will not be required to compile packets of instructional materials and assignments during the absence and will not be expected to do private tutoring to catch the student up after their return.
  - g. Parents may explore ways to get materials from other parent-partners in the class or use mutually agreed upon methods with the teacher, such as a class website, email or other communication tools that can help the student stay connected to the class.
  - h. If the LOA involves study abroad or other educational opportunities, parents and students are encouraged to explore ways to share those experiences with the classroom, especially in areas where they may fit with the core curriculum.
  - i. Parents should update their emergency contact information prior to the leave and let the school know how they can be contacted during the leave.
5. **Revisions to the Request:** Once accepted, parents/guardians must notify the school if there are any substantial changes in the family's plans for the LOA, especially to beginning and ending dates. The principal will review the changes and determine if they meet the intent and considerations for granting the LOA. The principal will solicit input from the teacher(s) and the Navigation Team regarding the changes. If the changes are acceptable, the spot will continue to be held.
6. **The Return:** If the student does not return to class within ten school days of the intended date of return and there has been no communication from the parents/guardians, that spot will become open to another student.



# Traut Core Knowledge School Student Leave of Absence Request Form

Please read the attached Policy for Student Leave of Absence before completing this form.  
Please print or type clearly.

We have read the TCKS Leave of Absence Policy and we are requesting that a spot be held for \_\_\_\_\_ during a temporary leave starting \_\_\_\_\_,  
(student's name) (first school day not present)  
with an intent to return to TCKS on or near \_\_\_\_\_.  
(first day back in class)

Signature of Parents/Guardians \_\_\_\_\_ Date \_\_\_\_\_

How many days will the student be present during the October Student Count? \_\_\_\_\_  
(Dates of October Student Count are available from the school office: \_\_\_\_\_)

What would you like to tell us regarding this leave?

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Plan of Action: What are your plans or ideas for keeping up with the core knowledge sequence during the absence?

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Do you have a copy of the curriculum map that covers the period of time of the absence? \_\_\_\_\_

(You may use the other side of this form or attach any additional information.)

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Space For Navigation Team Response (attach additional pages if needed):

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Signed by: The Principal \_\_\_\_\_ Date \_\_\_\_\_

TAB Pres.or V.Pres. \_\_\_\_\_ PAB Pres.or V.Pres. \_\_\_\_\_