



St. Mary's School  
1865

In accordance with St. Mary's School policy on attendance, the school cannot be held responsible for the student's performance that may result from an absence nor for the information that may be missed. Please refer to the Student Handbook for additional information on Short Term Leave of Absence.

I am requesting a leave of absence for my child(ren) \_\_\_\_\_

for the purpose of (state reason for early checkout) \_\_\_\_\_

My child(ren)'s last day of school will be on \_\_\_\_\_ .

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Students must obtain all signatures prior to submitting this form to Mrs. Bigelow one month before leaving school.**

Upper School Head \_\_\_\_\_ Date \_\_\_\_\_

Mr. Meyer

Middle School Head \_\_\_\_\_ Date \_\_\_\_\_

Mr. Johnson

Registrar \_\_\_\_\_ Date \_\_\_\_\_

Mrs. Anderson

Teachers' Signatures:

Advisor	
A	E
B	F
C	G
D	H

Attendance Clerk \_\_\_\_\_ Date \_\_\_\_\_

Mrs. Bigelow