

Greenbriar East Elementary School

13006 Point Pleasant Drive Fairfax, Virginia 22033

Main: 703.633.6400 . Attendance: 703.633.6464

<https://greenbriareastes.edu>

Extended Leave Request – For absences of more than 3 consecutive days

PLEASE NOTE: Preapproved absences are discouraged and will only be granted on a case-by-case basis by the principal or his/her designee. We encourage family trips to be scheduled during school holidays and over summer break. ***Absences for family trips will not be excused unless accompanied by extraordinary circumstances.** A determination of whether extraordinary circumstances exist lies in the discretion of the principal, in collaboration with the Office of Student Services. Preapproved absences which become excessive in length may result in the absences being marked unexcused and a referral made to the attendance officer for compliance with the compulsory education laws.

Student Name: _____ Date: _____

Teacher: _____ Grade: _____

(For families with multiple students, please provide a **separate note for each student.**)

My child will be absent (dates will not attend school):

from _____ to _____

and will return to school on (date): _____

Please check the reason for your child's absences on these days AND also provide an explanation for the extended leave request.

____ Family trip*

****As mentioned above, absences for family trips will not be excused unless accompanied by extraordinary circumstances.***

____ Medical (Please provide documentation.)

____ Other (Please provide the reason and an explanation below.)

Explanation for the extended leave request for your student:

Does this request effect another student at a FCPS school that is not GBE ES? Yes _____ No _____

If Yes, what is the child's name? _____ What school does he/she attend? _____

Parent/Guardian Name (**Please print**)

Parent/Guardian Signature

Filled out by the Principal/Designee

Total Days of Absences: _____ / # of Days Excused: _____ # of Days Unexcused: _____

Principal/Designee Signature

Date

Student ID: _____

Date letter sent to parent/guardian: _____