

JOHN R. LEA MIDDLE SCHOOL

330-698-3151-PHONE

330-698-1922-FAX

I AM REQUESTING PERMISSION FOR MY CHILD _____
TO BE ABSENT ON THE DATE/S OF _____
FOR THE REASON OF:

_____ Family trip/Vacation (request must be made 2 weeks in advance)

_____ Specific reason to be arranged between parent and principal
(must explain):

Parent's Signature _____

Date _____

**Please note that we must have a written notice for all student absences.

Thank You!**

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OFFICE RESPONSE TO ABOVE REQUEST

Dear Parent of _____,

_____ I am granting permission for your child/ren to be absent on the
above dates

_____ Please call me to discuss the request at 330-698-3151

Comments:

Principal's Signature _____

Date _____