



MADELIA PUBLIC SCHOOLS

District #837

HIGH SCHOOL 📍 320 BUCK AVE. SE MADELIA, MN 56062 ☎ 507-642-3232 📠 507-642-3622
ELEMENTARY 📍 121 EAST MAIN ST. MADELIA, MN 56062 ☎ 507-642-3232 📠 507-642-8893

District Leave Request Form

Student's Name: _____

Teacher/Grade: _____

Parents/Guardians: _____ Phone Number: _____

Dates of Requested Absence: _____

Check One:

☐ Absence is related to vacation/other family leave.

☐ Other (state reason) _____

Please note the following:

- This form must be completed and returned at least 3 school days prior to the departure. Incomplete or late forms may result in the absence being marked as unexcused.
- You must contact teachers and make arrangements for make-up work.
- Students are allowed up to 5 approved absences per school year. Leave form requests exceeding these limits will be considered unexcused.

Please return the completed form to the building principal for approval.

I have read this form.

Parent Signature _____ Date _____

Make-up work was requested.

Teacher Signature _____ Date _____

Administrator Signature _____ Approval Date _____