

**STUDENT LEAVE REQUEST FORM**

Dear Parents שיחיו,

Yeshiva Ketana Ohr Reuven invests considerable time and energy to coordinate the vacation schedules of many boys and girls *yeshivos* in the Monsey area, towards the goal of enabling our families to spend quality time together. School days missed cause *talmidim* to miss important learning. Experience has shown us that some *talmidim* never recover the missed learning and are constantly trying to "catch up".

Should parents feel that is absolutely necessary for their child to miss a day of yeshiva, this Student Leave Request Form must be submitted to the office to the attention of the secretary in the Main Office.

The form is to be submitted at least one week prior to the child's absence (unless unforeseen circumstances arise). Forms can be sent via email to office@ohrreuven.com. Once this form is completed and signed, it will be mailed home to you, distributed to your son's *Rebbeim* and Teachers and placed in the *talmid's* file.

❖ ❖ ❖ **PLEASE COMPLETE A SEPARATE FORM FOR EACH CHILD** ❖ ❖ ❖

Student's Name: _____ Grade: _____ Today's Date: _____

Student's Rebbe: _____

Student's Teacher(s): _____

a. This is a request that my child be granted a leave from school because: _____

b. My child would be absent from ____ / ____ / ____ thru ____ / ____ / ____, missing a total of ____ school days.

c. This is my _____ request this year and I ☐ do ☐ do not anticipate making another request this year.

Parent's Signature

Following your son's return to school, it is the responsibility of the student and his parents, to see to it that any missed work [class work, homework, tests, projects, etc.] is completed within 7 school days. Please understand that the yeshiva cannot be held responsible for missed work that is not completed within this allotted time.

FOR OFFICE USE ONLY

☐ **STUDENT LEAVE REQUEST FORM RECEIVED
IN ADVANCE OF STUDENT'S ABSENCE.**

☐ Have an enjoyable and safe trip!

☐ We are concerned that taking this trip will
unduly interfere with your son's learning
progress.

☐ **STUDENT LEAVE REQUEST FORM NOT RECEIVED IN
ADVANCE OF STUDENT'S ABSENCE.**

☐ The Yeshiva cannot be held responsible for lapse
or setbacks in the student's education.

☐ Leave granted retroactively due to the unforeseen
circumstances.

Principal's Signature