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Student Leave of Absence Policy

PURPOSE

From time to time the families/parents/guardians of St. Croix Prep students have an opportunity to work or study outside of the St. Croix Prep enrollment area. These parents/guardians often ask if their child(ren) can take a leave of absence from St. Croix Prep, with a guarantee that the child(ren) can attend St. Croix Prep when the family returns to Minnesota. This policy and accompanying procedures outline the process for making such a request and ensuring the kind of educational progress that will allow for the student's return with the student's peer group at the end of the leave.

APPROVAL

The St. Croix Preparatory Academy Administration approves or disapproves all requests for Leaves of Absence. In making such decisions, the administration takes into consideration the student's potential learning experiences while on leave, current academic level and proficiency, and the planned academic activities during the Leave of Absence to keep the child on track with peers in the St. Croix Prep classroom.

ELIGIBILITY

Any currently enrolled student is eligible to request a Leave of Absence.

DURATION OF LEAVE

A Leave of Absence can be requested for a maximum of two years* in duration. The Leave of Absence must be a minimum length of a semester. A student's return to St. Croix Prep is expected on or about the estimated date of return, or that student may be considered to have withdrawn from the school.

**In extenuating circumstances the two year leave may be extended.*

TIMELINE FOR REQUEST

The parent/guardian should meet with the appropriate School Director at least 6 weeks prior to the start date for the proposed Leave of Absence.

PROCESS FOR REQUEST

In order to request a Leave of Absence, the student's parent/guardian should meet with the appropriate School Director to discuss the proposed Leave of Absence. Subsequent to this meeting, the student's parent/guardian should complete and submit the Leave of Absence Form to the School Director. The School Director will

make a recommendation to the Administration at the next scheduled administration meeting regarding whether or not to approve the requested leave of absence. The administration makes all final decisions regarding granting student Leaves of Absence. The administration may at its sole discretion decide to approve or not to approve a request for a student Leave of Absence.

STUDENTS RETURNING AFTER LEAVE OF ABSENCE

The process for a student returning to St. Croix Preparatory Academy at the end of the Leave of Absence is as follows: The parents/guardians of the student are encouraged to contact the School Director approximately 6 weeks prior to the student's expected return from the leave of absence to discuss the student's return to school and allow sufficient time for evaluation and grade placement. The School Director, in collaboration with appropriate teaching staff, will evaluate the student's academic performance for the period of the leave and prepare a recommendation to the Administration regarding recommended grade placement. The Administration makes all decisions regarding grade placement following a leave of absence.



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Request for Student Leave of Absence Form

Student Name(s):

Grade(s):

Parent/Guardian Name(s):

Purpose of Leave:

Estimated **LAST DATE** at SCPA:

Estimated **RETURN DATE** to SCPA:

Other information that would assist in considering this request:

Date:

Parent/Guardian Signature:

Administration Approval:

Administrator's Name:

Administrator's Title:

Administrator's Signature:

Date:



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