

- 1. Prior Preparation: We will ensure that [Child's Name] completes any assignments or homework that may be due during the absence before we depart.
- 2. Catching Up: Upon our return, [Child's Name] will diligently catch up on any missed classwork,

assignments, or assessments.

3. Communication: We will be in touch with [Child's Name]'s teachers to ensure we are aware of any

important classroom activities or announcements during our absence.

4. Support: We understand the importance of [Child's Name]'s education and are dedicated to

providing the necessary support to ensure a smooth reintegration into the classroom upon our

return.

I kindly request your understanding and approval for this leave of absence. We are committed to

minimizing any negative impact on [Child's Name]'s academic progress and will make every effort to

ensure a seamless transition during the absence.

Thank you for your time and consideration. I appreciate your understanding of our family's

circumstances. Please feel free to contact me via email at [Email Address] or by phone at [Phone

Number] if you require any further information or if there are any specific guidelines or procedures

we should follow during the absence.

Sincerely,

[Your Name]

[Parent/Guardian of Child's Name]