



# Leave of Absence

- A leave of absence is good for two five-school-calendar-day periods or one ten-school-calendar-day period per fiscal year (July 1 - June 30)
- If you are sponsored by VA or another agency, you must obtain your sponsor's approval in advance or your funding may be affected.

- Please Print Clearly -

Today's Date

First Name

Last Name

Student ID Number

Phone Number

Date you will be leaving

Return to class date

Please indicate the reason for taking a leave of absence

Medical

Emergency

Vacation

Work Schedule

Personal

Other \_\_\_\_\_

## Please Read Carefully

1. I understand that my current schedule will resume on the above return to class date.
2. If I am a sponsored student, I understand that I must notify all of my sponsors for prior approval for a leave of absence, as my funding may be affected.
3. This request is subject to a schedule change fee.

\_\_\_\_\_  
Student Signature/Date

\_\_\_\_\_  
Sponsor/Counselor Signature/Date

- OWATC Office Use Only -

Input Initials \_\_\_\_\_