



RIVERVIEW LEADERSHIP COLLEGE

LEAVE NOTIFICATION

STUDENT NAME: _____

DATES YOU WILL BE ABSENT

From _____ (Day) _____ (month) _____ (year)

Return _____ (Day) _____ (month) _____ (year)

- A Total of College days absent _____

SUBJECTS MISSED: (Add how many times you will miss this subject)

- | | | | |
|----|-------|---|-------|
| 1. | _____ | X | _____ |
| 2. | _____ | X | _____ |
| 3. | _____ | X | _____ |
| 4. | _____ | X | _____ |
| 5. | _____ | X | _____ |
| 6. | _____ | X | _____ |

REASON FOR ABSENCE:

I HAVE MADE ARRANGEMENTS WITH ACADEMIC DEAN FOR ASSIGNMENTS DUE DURING THIS TIME.

SIGNED: _____ DATE: _____

- | |
|---|
| <ul style="list-style-type: none">• PLEASE NOTE:
This is a notification only and you will still be marked absent during this time. |
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