

---

# Leave of Absence Letter For School

**Pine Grove Academy**  
**789 Academy Lane**  
**Education City, NY, 12345**  
**Date: March 29, 2024**

**Samantha Carter**  
**321 Quiet Street**  
**Scholar Town, MA, 01234**

Dear Ms. Carter,

**Subject: Leave of Absence Approval for Emily Carter**

We are writing to inform you that your request for a leave of absence for Emily Carter, a 10th-grade student at Pine Grove Academy, has been approved. We understand the necessity of this leave and want to ensure that Emily's academic progress remains a priority during her time away from school.

The details of Emily's approved leave are as follows:

- **Leave Duration:** April 1, 2024, to May 1, 2024
- **Reason for Leave:** Family Matters
- **Expected Date of Return:** May 2, 2024

During Emily's absence, we encourage her to stay engaged with her studies as much as possible. Our faculty will coordinate to provide assignments and study materials that

---

can be completed remotely. Mr. John Green, Emily's homeroom teacher, will be the primary point of contact for collecting and submitting her assignments.

We also suggest a meeting with Emily's teachers and our school counselor, Mrs. Sarah Lee, prior to the leave. This meeting will help outline the academic plan during her absence and address any concerns.

Should there be a need to extend Emily's leave, please notify us at least one week in advance to ensure that we can continue to support her educational needs adequately.

We wish Emily and your family well during this period and look forward to her return to Pine Grove Academy. If you have any questions or require further assistance, please do not hesitate to contact the school office at (555) 123-4567 or via email at [office@pinegroveacademy.edu](mailto:office@pinegroveacademy.edu).

Thank you for your attention to this matter, and take care.

Sincerely,

Elizabeth Martin

Principal

Pine Grove Academy

[elizabeth.martin@pinegroveacademy.edu](mailto:elizabeth.martin@pinegroveacademy.edu)