

Petition for Military Leave of Absence

Any Service member or veteran who are expected to be out of class for NO more than 60 school days, must present a copy of their military orders or other appropriate documentation. This advance notice can be made by the student or may be made by an appropriate officer of the U.S. Armed Forces or official of the U.S. Department of Defense.

If military orders render it impossible to provide advanced notice, the student may initiate a military service leave by providing notice at the first reasonable opportunity, in writing, personally signed, and with a copy of the military orders attached, to: DAS Financial Aid/VA Services Department (Room H-61), 12340 Woodruff Avenue, Downey, CA 90241; by FAX to (562) 940-6256; or by email to: DASVeterans@dusd.net **AND** DASLOA@dusd.net

All requests/petitions must include:

- Beginning Date
- Expected Return Date
- **Statement** which includes the reason for the request.
- **Proper documentation in alignment with requested beginning and expected return date**
- Forms must be signed and dated

Last Name		First Name	SID Number
		()	-
Street Address		Apt #	Telephone Number
City	State	Zip	Email
Program	AM – PM?	Teacher Name	Program Director Initial

Beginning Date of Leave: _____ Anticipated Return Date: _____

REASON FOR REQUEST

I have read and understand the instruction and policies regarding a Leave of Absence.

Is this petition to extend a previously approved leave? _____ Yes _____ No

Student Signature: _____ Date: _____