

Configuring Leave of Absence for Students

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As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

[Here is the new version of this article in the Veracross Community.](#)

When to Use Leave of Absence

Schools should use Leave of Absence when they have a student who will be away for part or all of a school year and is returning without the need to reapply. Examples of when Leave of Absence might be used is medical leave, year abroad, exchange program, etc. Leave of Absence allows students who are absent for the school year to still be enrolled as a student ensuring the enrollment history records and attendance records with the status "Leave of Absence" are still created during the time they are away.

Note: this article describes configuring leave of absence for Students. If the school uses the Veracross Employment module, and if a staff/faculty member is going on leave, [click here to read about Employee leave tracking](#).

Configuration

How to indicate a student is going on a leave of absence

When a student goes on a leave of absence, administrators should add a person classification with the type "Leave of Absence" (ID: 60) to the student (via the classifications tab on the person record). This classification record must be set up with the begin date and end date fields entered.

This is the *only* change the school should make to the student profile. Schools should not change the student's role to former student because these students are not former students, they are current students on a leave of absence.

Enrollment during the leave of absence

Parents of students preparing for a leave of absence should progress through online re-enrollment

just like everyone else. In most cases, they will be paying full tuition to reserve their students' spots throughout the time of absence. If they are not paying normal rates, special provisions can be handled via overrides or profile code-based groups.

In rare cases (usually for current Pre-K students going on LOA), the student will not be progressing a grade level whilst away. In these cases, schools should set the student's grade-applying-for back a grade after they have initialized re-enrollment.

Attendance and Enrollment History during the leave of absence

The nightly scripts generate master attendance records with the status "Leave of Absence" for all students on leave. These master attendance records will be counted in the attendance section on documents such as report cards and transcripts unless otherwise specified.

Enrollment history records are generated for students on leave just as they would be for on-site students.

Attendance Calculations on Report Cards and Transcripts

By default the attendance status "Leave of Absence" is included as part of the attendance count on reports and documents such as report cards or transcripts. If schools do not want Leave of Absence to factor into this count they may exclude from the reports by *unchecking* the "Include on Reports" checkbox for the status on the "Attendance Status Codes" query (System homepage > Academics > Attendance Status Codes). The attendance count on the reports card or transcript will then only reflect the attendance statuses that have been marked "Include on Reports" (e.g. Absent - Unexcused, Early Dismissal - Excused, Not Expected, etc.).

Returning from the Leave of Absence

School administrators do not need to take any special action when leave of absence students return. The end date on their LOA classification will have passed, and the system will automatically treat them as on-site students.

FAQ

If a student is on leave of absence, will he or she be included in email distribution lists while on leave?

Yes, the student will be included on distribution lists. If the school would like to exclude the student from distribution lists, the best option is to remove the student's email address from the Email 1 field on the person record and temporarily store it in the Email 2 field.

If a student is on leave of absence, will his or her Parents be included in email distribution lists while the student is away?

Yes, the parent(s) will be included on distribution lists. If the school would like to exclude the parent(s) from distribution lists, the best option is to remove each parent's email address from the Email 1 field on the person record and temporarily store it in the Email 2 field.

How should a former student returning to the school be handled in the system?

There are two ways to handle a former student who returns to the school.

The first option is to consider them **anew enrollment**. With this method, students will be newly enrolled and have no data for the intervening years. Manually create an application for the student on their person record, accept the application, and create user accounts for the family. This will allow the family to enter online enrollment and enroll their child as a 'Newly Enrolling' student.

The second option is to consider them a re-enrollment. With this method, students will be re-enrolled and have "leave of absence" data for the intervening years. Configure a leave of absence for the student using the process outlined above on this page. This will give them a status and data for the intervening years. After the leave is configured, create the user accounts for the family, allowing the family to access online re-enrollment and re-enroll their child.

Does LOA enrollment status apply to both enrollment and re-enrollment?

No, the LoA Enrollment status only applied to the "re-enrollment" context, not the enrollment context.
