



Registrar's Office  
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## Application for Planned Educational Leave

- Continuing students may apply for a Planned Educational Leave of Absence **in order to pursue activities directly related to their educational program**. *Please note that this requests to take a Planned Educational Leave of Absence for reasons of health, financial, or other personal reasons, or matriculation at another institution, are not recognizable for this purpose.*
- An Application for Planned Educational Leave is not needed unless absent for two consecutive semesters, excluding summer.
- Continuing students can be absent one fall or spring semester during a specific academic year and maintain their status as a continuing student, with no need to apply for readmission.

Last Name:  First Name:  SF State ID:   
 Email:  Phone:   
 Address:  Apt #:   
  
 City:  State:  Zip Code:

Identify in detail your plan of activities during your period of leave. (Additional information may be placed on an attached sheet.)

Student Signature:  Date:

Advisor's Signature:  Date:

Approve  Deny

Print Name:

Comments:

Department Chair Signature:  Date:

Approve  Deny

Print Name:

Comments:

Registrar's Office Signature:  Date:

Approve  Deny

Print Name:

Comments: