

St. Michael the Archangel Catholic School

Extended Absence Request Form

Parents requesting permission for their child to miss school for more than two days, (i.e a family vacation or sporting event) should complete this form and return it to the school office at least a week prior to the anticipated absence.

Student Name (one student per form) _____

List the dates the students will be out of school _____

and will be returning on _____.

Please list all the teachers the student sees on a daily basis. Teacher(s) will then sign off that they know about the absence and will work with the student to develop a plan and timeline to complete the work missed. The teacher(s) signature below also indicates that class work is passing to date.

Teacher	Subject	Teacher Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parents and students should be aware of the following information:

- ✓ Teachers are not required to prepare work in advance for students and are not responsible for teaching material missed. This becomes the responsibility of the parents. (More information can be found in the School Handbook on page 8)
- ✓ Students should obtain the assignments of the missed classes during the absence and turn in the work on the due date assigned by the teacher.
- ✓ Students may miss discussion, activities and participation points that occur in the classroom that cannot be duplicated or made up.

We fully understand the condition of extended absences as stated above.

Student Signature (Grades 5 – 8)

Date

Parent/Guardian's Signature

Date

Principal's Signature

Date