

# St. Rita School

## Extended Absence Request

Parents requesting a student's extended absence from school for reasons other than illness.

Parents/Guardians are reminded that repeated or extended absences can pose a serious threat to a student's learning. If, after careful consideration, parents determine it is necessary for a student to be absent for an extended period, this form must be completed and submitted to each of the student's teachers for their comments. Once all teachers have reviewed and signed, the completed form will be submitted to the school principal for final approval.

All missed work is the responsibility of the student, not the teachers. Work is generally not provided in advance for planned absences.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Dates of Requested Absence: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date of Parent Request: \_\_\_\_\_

### \*\*ADMINISTRATION USE ONLY\*\*

Teacher's Name	Subject	Recommendation
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

As indicated by the Teacher Recommendations above:

\_\_\_ Absence is approved as requested.

\_\_\_ Absence is noted but with concerns for the student's academic progress.

\_\_\_ It is not our recommendation that this student be absent for this period of time.

Other: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Copies to: Student File/Teachers/Parents*

**\*Please Note\* Students grades may be affected by extended absences. Students will still be responsible to make up their work, but will miss the instruction time from the teacher.**