

Sacred Heart School Student Absence Form

Student Name: _____ Grade _____

We **do not** support taking students out of school for reasons other than illness or family emergencies.

Parents choosing to take students from school for personal reasons must comply with the following regulations:

1. This form is to be signed by a parent, each of the student's teachers, and the principal, no later than 3 days prior to the anticipated absence. **THIS FORM WILL NOT BE RETURNED TO PARENTS.**
2. Reports/projects which are due during the period of absence must be turned in before the student leaves.
3. If the absence is for 1 day, work will be available on the day of return. Tests must be taken on the day of return. Missed work will be due on the second day of return.
4. If the absence is for 2 or more days, work will be available on the day of return. Missed work and tests must be completed within 3 days of return.
5. **A student who has missed 6 or more classes in a grading period or who has not fulfilled the Absence Policy requirements, will have his/her grade lowered.**
6. **No advance assignments will be given by the teacher.** It is the responsibility of the student and / or student's family to contact all teacher f or missed work.

Date (s) of absence: _____

Reason for absence: _____

Parent's signature: _____

SUBJECT

TEACHER'S SIGNATURE

COMMENT

Principal's signature: _____

Date: _____