

ST. MICHAEL THE ARCHANGEL SCHOOL

EXTENDED ABSENCE FORM

Absence due to pleasure or business trips of a parent or guardian are discouraged since the pupil misses the regular instructional program of the school.

If after weighing the seriousness of loss of academic progress, the parent considers it necessary to request an extended absence from class, it will be necessary to file an extended absence form with the principal one week prior to absence.

Make-up work shall be the responsibility of the parent(s) and the student. St. Michael the Archangel faculty will post assignments and assessments on the website, and the student is expected to return to school having completed any missed assignments and prepared to take any missed forms of assessments. Families are asked to check the website regularly in the event of any updates to teachers' plans. Please note that St. Michael the Archangel School and its faculty will not be responsible for academic failure due to vacation absence.

Thank you in advance for your cooperation and have a healthy and safe trip.

STUDENT'S NAME _____

GRADE _____

DATES OF EXTENDED ABSENCE _____

REASON _____

SIGNATURE OF PARENTS _____

SIGNATURE OF STUDENT _____

SIGNATURE OF PRINCIPAL _____