

St. Rita School

Extended Absence Request

Request made by parents for a student's extended absence from school for reasons other than illness.

Parents/Guardians of students are reminded that repeated and extended absence can be a serious threat to learning. If, after serious consideration, parents determine it necessary to remove a student from school for a time; they must complete the following request and submit it to each of the student's teachers for reply. When all teachers have commented, it is then given to the school principal for signature.

Work missed due to these absences is the responsibility of the student, not the teachers. Work is not ordinarily given ahead of time for such 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 serious reservations for the welfare of the student.

___ 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