

ST. PETER CHANEL HIGH SCHOOL

Down load – complete form – hand in to Dean of Students along with a note from parent/guardian explaining the absence.

ADVANCE NOTICE OF ABSENCE

Name _____ Grade _____ Homeroom _____

Reason for Absence _____

Date(s) to be absent _____

Parent/Guardian Signature _____ Date _____

Associate Principal for Student Affairs Signature _____

Teachers: The Dean of Students signature must be on this form before you sign it. Teacher's signature indicates that arrangements have been made for make-up work and assignments in your class.

Homeroom _____ 1 _____ 2 _____ 3 _____ 4 _____

5 _____ 6 _____ 7 _____ 8 _____

ABSENCE INFORMATION

Excused Absence

Personal or parental illness

Medical, dental, or legal appointments

Death in immediate family

1. Teacher and student share the responsibility to arrange for any work and/or tests missed as a result of an excused absence. The time period shall be mutually agreed upon. As a guide, one day's make-up time shall be allowed for each day of absence.
2. It is the teacher's responsibility to provide help to the student to make up the work.
3. This form must be completed and returned to the main office two (2) days prior to your scheduled absence from school.

Planned Absence

Absences for a family trip or vacation, extra curricular activities, non-school sponsored activities, college visitation, etc. are to be considered planned absences.

1. It will be the pupil's responsibility to make arrangements at the teacher's convenience for make-up work and/or tests missed. No more than one day's make-up time shall be permitted for each day of absence. Teachers will not be expected to tutor individual students.
2. All work and/or tests are expected to be made up in the prescribed period of time. Failure to do so will result in "0" credit to be computed in the student's current grading period average.
3. Absence in excess of ten consecutive school days may require individual tutoring at the parents expense or enrollment in another school
4. This form must be completed and returned to the main office two (2) days prior to your scheduled absence from school.