

**Extended Absence Form**  
**During COVID-19 Pandemic**

The St. Jane School administration and faculty realize that it is sometimes necessary to plan for vacations during the school year, resulting in student absence for many days. During the current global pandemic COVID-19, families that travel to states that have been identified as a state with high amounts of COVID-19 cases, it is recommended by the PA State Department of Health that you stay home and quarantine 14 days upon return to Pennsylvania.

For those families traveling, who expect to quarantine upon their return home, we ask that you notify the teacher as soon as vacation plans have been made or at least two weeks in advance.

Even during non-COVID-19 times, these types of absences for pleasure or business trips are discouraged since the student misses the regular instruction program of the school. Also, please keep in mind that you are opening yourself and your family up to the possibility of contracting COVID-19 and spreading it to other members of our community. Weighing the seriousness of loss of academic progress and health considerations, we consider it necessary to request an extended absence from class. Please complete the following:

Student's name \_\_\_\_\_

Dates of absence(s) \_\_\_\_\_

Reason for absence (s) \_\_\_\_\_

Destination \_\_\_\_\_

I understand it is the responsibility of my child, with my support, to make up all work that is taught during the absence. When I return from my trip, I will contact the school to request to have my student's coursework and virtual work. The school will then have such materials ready within a 24 hour business period. When the materials are ready, the school will contact me for pick up. The materials will be placed in a labeled bag in the "black box" outside of the school's main entrance.

All written assignments will be given to the student/family for completion. The student will have 1 calendar day for each day of school missed to complete the assignments. (*For example: if a student returns on Thursday after missing 4 days of school, he/she has until Monday to complete and hand in all assignments*). All tests will be administered according to a schedule determined by the teacher. (*Students may be required to complete up to three make-up tests in one day*). I also understand that my child will need to quarantine upon their return and attend virtual classes for the 14 day quarantine period.

Parents/Guardians signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_