



A Catholic Tradition in Academic Excellence

Extended Absence Form

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. Please notify the teacher as soon as vacation plans have been made or at least one week in advance.

Weighing the seriousness of loss of academic progress, 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. 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).

Parents/Guardians signature: _____ Date: _____

Principal Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

as of 4-4-22