

Planned Absence Request Form

Dear Parent/Guardian of St Patrick School Student:

Extended student absences for vacations during the school year is discouraged. If it is necessary however, for a student to be absent from St Patrick School for an extended number of days (i.e., a family trip or special circumstances), a Request for a Planned Absence Form must be completed and submitted to the principal prior to the absence.

The teacher(s) are not obligated to provide work ahead of the vacation and makeup work is to be completed in a timely manner, and in consultation with the teacher(s).

***Return this form to the Main Office prior to date(s) of absence.**

Student Name: _____ Date Submitted: _____

Grade: _____ Teacher: _____

Date(s) student will be absent:

Reason for absence:

Parent/Guardian Signature:

TO BE COMPLETED BY SCHOOL OFFICE:

Principal Signature: _____ **Date:** _____

Notes:

CC: Teacher, Student File