

**St. Catherine of Siena School: Pre-planned Absence Form**

For absences other than illness or medical related appointments, parents need to complete the following form **and email it to attendance@stcatherineschool.net at least two weeks prior to the student's absence.** Once this form is received, the office staff will share the information with your child(ren)'s teachers.

*NOTE: Families are asked to plan vacations during the designated school breaks. One missed school day equates to approximately 6 hours of missed instruction. Teachers are not required to provide work or assignments for students in advance of leaving on vacation. While teachers will do their best to assist students upon their return, it is not reasonable or possible to re-teach all missed instruction. Parents and students should check in with each teacher upon return for missed work (St Catherine Family Handbook).*

Student Name	Grade	Student Name	Grade

**Date/s of Absence:** \_\_\_\_\_ **If Traveling, Date/s of Travel:** \_\_\_\_\_

**Type of Travel** (please check one): \_\_\_ Domestic \_\_\_ International

**Mode of Transportation** (please check one): \_\_\_ Car \_\_\_ Public Transportation (plane, train, etc.)

**Reason for absence** (please check one):

- \_\_\_ **Family vacation** (Unexcused absence)
- \_\_\_ **High school visit:** For 8th graders, up to three school days may be used for high school visits. (Unexcused absence after 3 visits)
- \_\_\_ **Sporting Related Event** (tournament, etc.) (Unexcused absence)
- \_\_\_ **Other:** \_\_\_\_\_

In making this decision to have my child/ren miss school, I understand that it is my responsibility to assist my child/ren in completing any work or other learning activities that will be missed during this absence.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*School Office Use Only*  
 This absence is recorded as:      Excused      Unexcused