

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 turn it into the office 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	Fully Vaccinated? Y/N	Student Name	Grade	Fully Vaccinated? Y/N

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. (**Excused absence up to 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: _____

School Office Use Only

This absence is recorded as: Excused Unexcused
 Student Quarantine Required: Yes No Return to School Date: _____