

Dear Parent/Guardian,

The St. Raphael School Planned Absence Application for an excused absence for a family vacation follows. It is the policy of St. Raphael School to limit excused vacation absences to a total of five days in an academic year. Please read the school policy in the Student Handbook which can be found on the school website.

We understand the importance of family time and vacations, however, it is the school's position that absences for an extended period for any reason can be very disruptive to the educational process of the child. You can never recapture the learning experiences that occur daily in the classroom. Assignments cannot fully replace the learning the child has missed. It is the parents' and child's responsibility to master material and content that was missed.

For these reasons, any planned absences in excess of five days total in an academic year will be treated as unexcused absences. Any tests or assignments missed due to an unexcused absence cannot be made up and will earn a score of zero.

Please carefully consider the potential consequences of a planned absence before submitting a Planned Absence Application.

Sincerely,  
Ann Miller  
Principal

SAINT RAPHAEL SCHOOL  
PLANNED ABSENCE APPLICATION

Daily attendance is necessary for students to do their best schoolwork, so students are expected to be in school each school day. State law permits excused absences only for specified reasons including personal illness, illness in the family, death of a relative, or for good and sufficient cause in the judgment of the Principal upon submission of this Planned Absence Application.

The administration reserves the right to reject these applications if it is deemed to be in the best interests of the academic status of the student to remain in school. If a student and the parents opt to disregard the non-approval of a Planned Absence Application, all days of such absence will be considered as being unauthorized.

Teachers wish to remain cooperative with all students. Parents and students should understand, however, that teachers are not responsible for providing tutoring to students upon their return from a planned absence.

1. Parent contacts the principal at least one week in advance of the requested planned absence to obtain a Planned Absence Application.
2. Parent fills out Section I, To The Teaching Staff, of the form.
3. Student presents form to each teacher at least three days in advance of the last day in attendance. Teachers check appropriate responses, add comments, and sign the form, Section II.
4. Student and parent/guardian read teacher responses to learn of expectations and any concerns and sign Section III.
5. Student presents completed form to principal at least two days before departure date.

SECTION I:

TO THE TEACHING STAFF: \_\_\_\_\_ Grade \_\_\_\_\_ has requested to be absent from school on the following dates \_\_\_\_\_, that involves \_\_\_\_\_ school days. You are asked to provide the information and assignments requested.

Reason for Absence: \_\_\_\_\_

SECTION II:

Academic Subject : \_\_\_\_\_

- A. All make up work, including tests and quizzes, will be completed and submitted to the teacher by \_\_\_\_\_.
- B. May result in a significant grade change.
- C. May result in failure for remainder of quarter.

Comments:

Teacher: \_\_\_\_\_

Academic Subject : \_\_\_\_\_

- A. All make up work, including tests and quizzes, will be completed and submitted to the teacher by \_\_\_\_\_.
- B. May result in a significant grade change.
- C. May result in failure for remainder of quarter.

Comments:

Teacher: \_\_\_\_\_

Academic Subject : \_\_\_\_\_

- A. All make up work, including tests and quizzes, will be completed and submitted to the teacher by \_\_\_\_\_.
- B. May result in a significant grade change.
- C. May result in failure for remainder of quarter.

Comments:

Teacher: \_\_\_\_\_

Academic Subject : \_\_\_\_\_

- A. All make up work, including tests and quizzes, will be completed and submitted to the teacher by \_\_\_\_\_.
- B. May result in a significant grade change.
- C. May result in failure for remainder of quarter.

Comments:

Teacher: \_\_\_\_\_

Academic Subject : \_\_\_\_\_

- A. All make up work, including tests and quizzes, will be completed and submitted to the teacher by \_\_\_\_\_.
- B. May result in a significant grade change.
- C. May result in failure for remainder of quarter.

Comments:

Teacher: \_\_\_\_\_

Academic Subject : \_\_\_\_\_

- A. All make up work, including tests and quizzes, will be completed and submitted to the teacher by \_\_\_\_\_.
- B. May result in a significant grade change.
- C. May result in failure for remainder of quarter.

Comments:

Teacher: \_\_\_\_\_

#### PARENT AND STUDENT REQUEST/AGREEMENT

We have read the policy statement. This request is made with our agreement to meet completion dates for make up work and with knowledge of possible academic difficulties arising from this absence. We understand that:

1. Teachers are not responsible for allotting time for tutoring students upon their return.
2. All assignments must be submitted upon the date indicated by the respective teachers.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

#### Principal Signature Required

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal