St. Joan of Arc School

A National Blue Ribbon School of *Excellence*

EXTENDED ABSENCE REQUEST FORM

Extended vacations are highly discouraged during the school year. A student is subject to losing so much academically by missing a week or two of school. If it is imperative for some reason that you must take your child/ren out of school for an extended period of time, please complete this form below.

Please realize that it is very difficult for teachers to predict exactly what will be missed during their absence. Students may request anticipated assignments, but it will be their responsibility to make up any missed work, within a reasonable time, upon their return.

STUDENT'S NAME_____

Last *First*

HOMEROOM_____

PLACE(S) OF VISIT_____

DATES_____

REASON_____

_____

_____

I certify that the above information to be correct and request that permission be granted for the above trip.

Return of this form will serve as the excuse for this absence.

_____ _____

Signature of Parent/Guardian **Signature of Principal**

INTERNAL USE ONLY

_____ HR Teacher _____ PE _____ Computer _____ Music

_____ Art _____ Library _____ A/B (5th Grade)

_____ Middle School Teacher _____ Middle School Teacher